



EMPLOYEE RELATIONS

602.17 – OUTSIDE EMPLOYMENT

- 1. Policy Purpose:** In order to maintain a work force that is fit and available to provide proper services and carry out functions of the District, employees are prohibited from engaging in outside employment which presents real or potential conflict with or negatively impacts their employment with the District.

Policy Coverage: This Policy is applicable to all employees, both represented and non-represented of the East Fork Fire Protection District.

Effective Date: 06/18/2019

Revised Date: N/A

Policy #: 602.17

***The procedure established in this policy will be superseded and have no effect when covered by a similar or conflicting provision in a Collective Bargaining Agreement. For detailed information, please refer to your Collective Bargaining Agreement. ***

- 2. Policy:**

A. Outside Employment:

The term “outside employment” means any paid work performed by a District employee for an employer other than the East Fork Fire Protection District.

Employees are required to obtain authorization from the District Fire Chief or designee prior to engaging in outside employment.

B. Conflicting Employment:

Outside employment is in conflict with the District's interests if it:

1. Interferes with or negatively impacts the employee's ability to perform his/her assigned job;
2. Prevents the employee's availability for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job;
3. Is conducted during the employee's work hours;
4. Requires the services of other employees during their normally scheduled work hours;
5. Makes use of the District's telephones, computers, supplies, or any other resources, facilities, or equipment;
6. Is represented as an activity of the District or an activity endorsed, sanctioned, or recommended by the District;
7. Takes advantage of the employee's employment with the District, except to the extent that the work with the District may demonstrate expertise or qualification to perform the outside work;
8. Requires the employee to schedule time off at specific times that could disrupt the operation of the District; or
9. Involves employment with a firm that has contracts or does business with the District. Exceptions to this policy have been identified in policy 602.13, Code of Ethical Standards.

C. Procedure

1. Employees shall notify the District Fire Chief, or designee, in advance of any plans to engage in outside work. Notification must be written and contain a detailed description of the planned work and the prospective employer. No outside employment shall be allowed unless authorized in advance and in writing by the District Fire Chief or designee, in their sole and absolute discretion. The written request shall include:
 - The outside employer's name;
 - Hours of proposed employment;
 - Job location; and
 - Duties to be performed.

2. If the outside employment request is denied, the employee will be notified in writing. The employee may request a final review by a higher level, including the District Board.
3. The District reserves the right to terminate the approval for outside employment at any time. The termination notice will be provided in writing and will be given 30 calendar days prior to the termination date.
4. Employees who engage in outside employment which is prohibited by this policy are subject to discipline, up to and including termination.

RESPONSIBILITY FOR REVIEW: The District Fire Chief, or his or her designee and/or the Executive Office Manager, or his/her designee will review this policy every 3 years or sooner as necessary.