

OUTSIDE EMPLOYMENT**SECTION 5.08****Effective Date: October 15, 2015****Approved By: Governing Board** 

Principles governing the outside employment of agency or delegate agency employees will be as follows:

1. Such employment will not interfere with the sufficient performance of the employee's duties;
2. Such employment will not involve a conflict of interest or conflict with the employee's duties;
3. Such employment will not involve the performance of duties which the employee should perform as part of his employment in the agency; and
4. Such employment will not occur during the employee's regular or assigned working hours, unless the employee during the entire day on which such employment occurs is on either vacation or leave without pay unless the employee has the written consent of the Executive Director.

Particular caution should be exercised regarding the outside employment of full-time personnel whose duties are not readily confined to a standard workday or work week. In the case of the Executive Director, h/she should consult with the Personnel Committee of the Governing Board to ensure that the above-stated requirements are met.

Other staff should consult with the Executive Director.