

CONFLICT OF INTEREST/OUTSIDE EMPLOYMENT OF TIME

Employment Beyond Puget Sound Educational Service District (PSESD) Job Requirements

1. A conflict of interest may be identified as a situation where an entangling interest, economic or otherwise, interferes with an employee's ability to carry out his or her governmental duties.

2. PSESD expects all employees to devote full time to their assigned job duties and responsibilities. However, they may engage in outside employment that involves working for any school district within the Puget Sound Educational Service District mandated service area or for another program within PSESD provided that it does not violate the restrictions enumerated in Section 3 and has been approved by the Superintendent or his designee in advance.

3. A staff member may not engage in outside employment which:
 - a. Interferes with or adversely affects the performance of assigned PSESD duties and responsibilities;
 - b. Involves rendering services or expending on-duty time for which compensation is being paid by the PSESD;
 - c. Involves using PSESD facilities, equipment or supplies.

4. The restrictions enumerated in Section 3 are intended to prevent outside employment by staff members who adversely affects PSESD or creates a conflict of interest. If the Superintendent or his designee determines that a staff member's outside employment violates these restrictions, such employment may be ordered terminated as soon as possible.

5. Approval regarding employment with school districts outside PSESD service area will be on a case-by-case basis after considering the information on the request for approval of outside employment form. The completed form should be submitted to the immediate supervisor who will forward it to the Superintendent's office.

Adopted: July 1990
Revised: August 1993
Revised: January 2014