

GBB19. Outside Employment

1. Policy

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.

2. Conflicting Employment

Outside employment may be classified as in conflict with the District's interests if it

- a. Interferes with or negatively impacts the employee's ability to perform his/her assigned job.
- a. 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.
- b. Is conducted during the employee's work hours.
- c. Requires the services of other employees during their normally scheduled work hours.
- d. Makes use of the District's telephones, computers, supplies, or any other resources, facilities, or equipment.
- e. Is represented as an activity of the District or an activity endorsed, sanctioned, or recommended by the District.
- f. 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.
- g. Requires the employee to schedule time off at specific times that could disrupt the operation of the District.

Involves employment with a firm that has contracts or does business with the District. Exceptions to this policy have been identified in *Section GBB11- Code of Ethical Standards*.