

# Outside Employment Policy

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|--|-----------|--------------------|-----------------|
| <b>Policy Number</b>                           | 300.05.01 | <b>Custodian</b>   | Human Resources |
| <b>Approved Date</b>                           | 8/11/2020 |                    |                 |
| <b>Effective Date</b>                          | 8/11/2020 | <b>Review Date</b> | August 2020     |
| <b>References: Conflict of Interest Policy</b> |           |                    |                 |

## 1. Purpose

Establish guidelines for employees who wish to obtain secondary employment outside of WETCC

## 2. Persons Affected

2.1. Staff

## 3. Policy

This policy is to ensure the following:

- 3.1. No conflict of interest, real or perceived, exists when an employee takes employment outside of WETCC.
- 3.2. Secondary employment does not interfere with work hours or the ability to perform assigned job duties.
- 3.3. WETCC reserves the right to grant or deny permission to any employee wishing to simultaneously accept employment elsewhere or become self-employed.

## 4. Definitions

4.1. Outside Employment. Any activity for pay that is performed in addition to the official responsibilities of an employee including self-employment.

## 5. Procedures

- 5.1. Employees who wish to accept employment or become self-employed must make full disclosure to their supervisor and include and conflict with their WETCC employment.
- 5.2. Supervisors review the request to ensure there is no conflict of interest and deny or approve the request.
- 5.3. The human resources department documents and files the activity in the personnel file.

## Revision History

| Rev. Date  | Rev. No. | Revision                                   |
|------------|----------|--|
| 02/21/2025 | 2.       | Housekeeping; New Format; Change Custodian |
| 08/11/2020 | 1.       | Original                                   |