

**OUTSIDE EMPLOYMENT**

Bear River Head Start allows its employees to engage in outside work or hold other jobs, subject to certain restrictions as outlined below.

**Procedure:**

- (1) The Program requires that employees' activities and conduct away from the job must not compete or conflict with or compromise its interests, or adversely affect job performance and the ability to fulfill all responsibilities to the Program. This requirement, for example, prohibits employees from performing any services for clients on nonworking time that are normally performed by Program personnel. This prohibition also extends to the unauthorized use of any Program equipment and the unauthorized use or application of any confidential information or techniques. In addition, employees are not to solicit or conduct any outside business or personal fund raising activities during working time.
- (2) Full-time employees are not encouraged to engage in outside employment or other work activity, but may do so if the conditions of this policy are upheld.
- (3) Employees are cautioned to consider carefully the demands that additional work activity will create or whether the activity will adversely affect the Program's image before seeking or accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity does cause or contribute to job-related problems, it must be discontinued; and, if necessary, normal disciplinary procedures will be followed to deal with the specific problems.
- (4) Employees who have accepted outside employment may not use personal leave as the result of an injury sustained on outside employment. Fraudulent use of personal absences will result in disciplinary action.
- (5) Employees who are in training for outside employment, or are working for another employer, must use vacation or personal leave time if either interferes with regular working hours that have been established with their Supervisor.