

Wood County Board of Developmental Disabilities

POLICY

Policy #: 01-ALL-ALL-0140
Effective Date: 04-19-2001
Person Responsible: Superintendent

Subject: Outside Employment Notification
Last Revision: 9-16-2024

Approvals/Date: Brent C. Baer 9/18/24 Superintendent, WCBDD Date
Martha Wierke 9/18/24 Board President, WCBDD Date

The following definitions will apply:

Employment "conflicts", under this policy, are defined as follows:

Time Conflict – when the working hours required of a "secondary job" directly conflict with the scheduled working hours of an employee's job with the Board; or when the demands of a secondary job prohibit adequate rest, thereby adversely affecting the quality standard of the employee's job performance with the Board;

Interest Conflict – 1) when an employee engages in outside employment which tends to compromise his or her judgment, actions, and/or job performance with the Board or which impairs the Board's reputation in the community; 2) when an employee enters into a direct service contract either as an independent agent or employee with any County Board contract agency for the purpose of rendering services to eligible persons with developmental disabilities, unless the same has been reviewed and approved by the Board's Ethic's Committee; 3) employment of an immediate family member of an employee of any agency contracting with the Board, unless such employment is pursuant to a resolution adopted by Board.

Under no circumstances shall an employee have other employment which conflicts with the policies, objectives, or operations of the Board.

This policy does not apply to substitute positions with the Board.

Full-time employment with the Board shall be considered the employee's primary occupation, taking precedence over all other occupations.

Should the Board believe that an employee's outside employment is adversely affecting the employee's job performance, the Superintendent may request that the employee refrain from such activity. Any conflict, policy infraction, or other specific offense, which is the direct result of an employee's participation in outside employment, shall be disciplined in accordance with appropriate policies.

No employee or member of the immediate family of a County Board employee shall be employed by any entity having a contract with the Board unless the employee notifies the Superintendent and receives written authorization from the Superintendent permitting such employment as may be reviewed and approved by the Board and/or the Board's Ethics Committee.

References: ORC 5126.021
ORC 5126.03
ORC 5126.034

Procedures: 02-ALL-ALL-0581

Forms: 03-ALL-ALL-0963
03-ALL-ALL-0973
03-ALL-ALL-1028

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