Wood County Boards of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0581 (HR)

Effective Date: 04-19-2001

Person Responsible: Superintendent

Approvals/Date: Brut Close 9-24-2

Superintendent, WCBDD Date

Subject: Outside Employment
Last Revision: 09-16-2024

Department Director/Coordinator Date

1. It is the policy of the Wood County Board of Developmental Disabilities that under no circumstances shall an employee have other employment which conflicts with the policies, objectives or operations of the Board. Employees will receive a copy of this procedure at conditional offer and will sign the acknowledgement form 03-ALL-ALL-0963.

- 2. Employment "conflicts" under this policy, are defined as an impairment of the employee's ability to perform the duties of his or her position with the Board. Two common employment conflicts which may arise are:
 - A. <u>Time Conflict</u> Defined as 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 of standard of the employee's job performance with the Board.
 - B. <u>Interest Conflict</u> Defined as 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. Includes any employment with an agency contracting with the Board and any employment dependent upon Board funding.
- 3. Full-time employment with the Board shall be considered the employee's primary occupation, taking precedence over all other occupations. Substitute positions with the Board are not considered primary occupations.
- 4. "Outside" employment, or "moonlighting" shall be a concern to the Immediate Supervisor/Superintendent only if it adversely affects the job performance of the employee's duties with the Board or constitutes a conflict of interest. Requests for outside employment must be submitted in writing by completing form 03-ALL-ALL-0973.
- 5. Should the Board feel 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 policies set forth by the Board.
- 6. No employee shall be employed by an entity providing services to individuals with developmental disabilities unless the employee receives written authorization from the Superintendent permitting such employment. In some cases, the Ethics Council will review for approval.
- 7. Should an employee receive authorization for outside employment, the employee must notify the Superintendent of any change in employment status (ie. increase in hours, change in responsibilities) with the outside employer.
- 8. Individuals employed by the Board as Service and Support Administrators shall not be assigned responsibilities for implementing other services for individuals and shall not be employed by or serve in a decision-making or policy-making capacity for any other entity that provides programs or services to individuals with developmental disabilities. An individual employed as a conditional status Service and Support Administrator shall perform the duties of service and support administration only under the supervision of a management employee who is a Service and Support Administration Manager.

10. Any requests for outside employment for Ohio Shared Living, will neither be approved or not approved, but will be acknowledged.

References: ORC 5126.033

ORC 5126.15 (A)

Policy: 01-ALL-ALL-0140

Forms: 03-ALL-ALL-0963

03-ALL-ALL-0973 03-ALL-ALL-1028

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