

Wood County Boards of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0581 (HR) Subject: Outside Employment
Effective Date: 04-19-2001 Last Revision: 09-16-2024
Person Responsible: Superintendent

Approvals/Date: Brent Ober 9-24-24 Date Superintendent, WCBDD
Julie Sprague 9-24-24 Date Department Director/Coordinator

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