

Outside Employment-AR

Procedure

Each employee will determine whether s/he believes the proposed outside employment may conflict with his/her employment with the District.

An employee must notify his/her administrator or supervisor of the outside employment if such outside employment may be reasonably perceived to be in conflict with his/her employment or if the employee is unsure about a perceived conflict.

If the administrator or supervisor believes there may be a conflict between the employee's District employment and his/her outside employment, s/he may request information, such as:

- The outside employer's name,
- Hours of proposed employment,
- Job location, and
- Duties to be performed.

If the administrator or supervisor determines there is a conflict between the employee's District employment and his/her outside employment, s/he will inform the employee in writing that the outside employment is not allowed and a copy placed in the employee's personnel file. The employee may request and the District will grant a review by the Superintendent/designee.

The employee must terminate the outside employment if s/he wishes to remain an employee of the District.

Employees who engage in outside employment which is prohibited by this policy are subject to discipline, up to and including termination.