

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA110

NAME: OUTSIDE EMPLOYMENT

INITIAL APPROVAL DATE:	12/02/2020	BY: Administrative Committee
(LAST) REVISION DATE:	01/12/2024	BY: HR Manager
(LAST) REVIEW DATE:	01/18/2024	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACE BY: N/A

I. PURPOSE

The Agency requires that employees' activities and conduct away from the job must not compete or conflict with or compromise Agency interests. Additionally, activities and conduct should not adversely affect job performance and the ability to fulfill all responsibilities to Sanilac County Community Mental Health Authority.

II. APPLICATION

Populations: **NA**
Programs: **Direct - ALL**
Contracted – ALL

III. STANDARDS

This prohibition extends to the unauthorized use of any Agency tools or 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 during paid work time.

Employees are cautioned to carefully consider the demands that additional work activity will create before 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 different hours. If outside work activity does cause or contribute to job-related problems, such employment must be discontinued; and, if necessary, normal disciplinary procedures will be followed to deal with the specific problems.

Examples of job-related problems created by outside work are those situations that:

- Reduce the employee's efficiency in working for the Agency;
- Involve working for an organization which is a competitor of the Agency or which does a significant amount of business with the Agency, such as major contractors, suppliers, and customers; or
- May adversely affect the Agency's image in its markets.

Employees will be required to disclose outside employment to the Human Resources Manager in writing, when a conflict could be in question and/or a staff is working for contractors directly connected to the Agency.

Employees who have accepted outside employment and request PTO time may be denied. Calling in for outside work may be cause for disciplinary action.

IV. ATTACHMENTS

V. REFERENCES