

<b>Chapter:</b>	Human Resource Management		
<b>Title:</b>	Outside Secondary Employment		
<b>Policy:</b> <input checked="" type="checkbox"/> <b>Procedure:</b> <input type="checkbox"/>	<b>Review Cycle:</b> Triennial  <b>Author:</b> HR Spec.	<b>Adopted Date:</b> 08.2020  <b>Review Date:</b> 02.2024	<b>Related Policies:</b> <a href="#">Conflict of Interest</a> <a href="#">Standards of Conduct</a> Performance Evaluation

**Purpose:**

Hopeful Horizons (HH) has established this policy to clarify expectations for employees engaged in outside secondary employment. The goal of the policy is to prevent conflicts of interest, to assure the employee's commitment to HH as their primary employer and to minimize risk or litigation.

**Scope:**

This policy applies to:

- All HH Staff                       Selected HH Staff, as specified:  
 HH Board Members               HH Volunteers  
 Other:

**Policy:**

HH permits employees to engage in outside secondary employment with the expectation that such employment shall not distract or interfere with the primary employment effort of HH.

- A. **Primary Employer:** HH shall be recognized as the primary employer for all full-time employees.
- B. **Conflict of Interest:** Outside secondary employment must be consistent with the ethical standards of HH and must not present a conflict of interest for the organization. Outside secondary employment shall not harm HHs' image or its relationships with the community, referral sources or clients. The employee shall be aware of and make reasonable attempts to avoid compromising and complicating relationships between HH and any other outside organization with whom the individual is employed.
- C. **Disclosure:** At the outset of employment and ongoing, all employees must fully disclose any outside secondary employment to their supervisor so HH can assess and prevent potential conflicts of interest from arising. The Manager/supervisor reserves the right to prohibit outside employment which presents a conflict of interest or will interfere with the employee's ability to perform their required HH duties.
- D. **Performance Evaluation:** All employees shall be evaluated by the same performance standards consistent with HHs' Performance Evaluation Policy and its related procedure. Employees shall be subject to HHs' scheduling demands, regardless of any existing outside secondary work requirements.

If HH determines that an employee's outside work interferes with their performance or the ability to meet the requirements of HH as they are modified from time to time, the employee may be asked to terminate the outside secondary employment if they wish to remain employed by HH.

- E. **Terms and Conditions:** While describing all circumstances and conditions which might develop during an outside secondary employment arrangement is impossible, the following are set forth to guide employees. However, it is not intended to serve as a complete or exclusive list of acts which violate the policy or for which discipline or discharge may be imposed:
1. An employee may in no way advertise, recruit, or solicit for their outside employment while functioning as a HH employee
  2. An employee's affiliation with HH cannot be used in any way to promote, enhance or influence their outside employment.
  3. An employee may not directly compete with current HH contracts or current funding sources for services that HH could provide. Individual approval for special circumstances may be granted by the supervisor/manager and Human Resources (HR)
  4. The employee may not contract with public or private agencies within the service region to provide services which are, or could be, provided by HH. This is a "conflict of interest" situation in which the employee is in direct competition with HH
  5. HH facilities, equipment, supplies, and program materials may not be used for outside employment activities
  6. Referrals to HH from an employee with an outside secondary counseling private practice must go through regular intake procedures and will not receive any special preference based on the employee's relationship
  7. Advanced administrative approval shall be required before a HHs' employee refers a client from HH to their own private practice, that of their secondary employer's practice, or private practice of another HH employee engaged in outside secondary employment
  8. An employee's private practice clients may not be seen at HHs' owned, leased, or rented properties.
  9. No arrangements with private clients or secondary employers shall be handled on or over HHs' phone lines, email or other messaging/communication technologies
  10. In the case of referral to a private practice or secondary employer's business, all files, records, digital recordings, and client case information shall be dealt with according to HHs' policies on confidentiality and release of information
  11. HH employees are not eligible for workers' compensation benefits resulting from a work-related compensable injury while engaged in outside secondary employment, nor are they covered by HHs' malpractice, liability or disability insurance.
  12. No employee of HH may accept a retainer, commission, consulting fee, or any other fee arrangement or remuneration, including work provided on behalf of HH, without full disclosure to his or her supervisor. Any approved acceptance of employee remuneration shall be for work performed by the employee on their own time, which may include use of personal or vacation leave.
  13. No work may be performed for outside employment during the employee's regular HH office hours.
- F. **Notice and Disclosure:** To ensure that all parties understand HHs' Outside Secondary Employment policy and to avoid misunderstandings, all employees shall complete an Outside Secondary Employment Form when they are hired and annually, as part of the performance evaluation process. The form shall be signed by the employee and their supervisor and placed in the employee's personnel file.

**Communication and Training:**

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board's policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

**Definitions:**

1. Conflict of Interest: A Conflict of Interest arises when a Covered Person participates or proposes to participate in a transaction, arrangement, proceeding or other matter for the Entity in which the covered person has a financial interest.
2. Program Materials: Include, but are not limited to slide decks, handouts, mailing lists, video recordings/DVDs, forms, pamphlets, brochures, curricula, manuals, Management Information System (MIS), policies and procedures, and proprietary business information.

**Other Related Materials:**

NA

**References/Legal Authority:**

NA

**Change Log:**

Date of Change	Description of Change	Responsible Party
2.2024	This updates the policy to the new template; adds Communication and training.	N. Miller Prog. Eval, Consultant in consultation with R. Lucovich, HR Specialist