

Louisiana Special School District Outside Employment Policy

Applicability

This policy applies to applicants and employees of the Louisiana Special School District (SSD).

Purpose

The purpose of this policy is to prevent employees from participating in outside employment that may constitute a violation of law or policy or may be detrimental to the SSD's mission and public image.

General Rule

It is the policy of the SSD that classified and unclassified employees disclose any outside employment. Disclosure is required because outside employment may interfere with the performance of officially assigned duties, create a conflict of interest, bring discredit on or cause justifiable criticism of the SSD, require or appear to require use of information obtained in connection with official duties which is not generally available to the public, or conflict with state law or Civil Service Rules.

Definitions

Outside Employment - any non-SSD activity for which economic benefit is received, including but not limited to:

- Employment with any non-SSD employer;
- Contracts to provide consulting, personal, or professional services to non-SSD individuals or entities; and,
- Self-employment, including the operation of a business or profession as a sole proprietor or as a partner in a partnership or any other type of legal business entity.

Economic Benefit - Any compensation or benefit an employee receives for outside employment that has a monetary value, e.g. payroll check, cash payments, share of profits, share of stocks, equity participation, etc.

Prohibitions

All outside employment is subject to the following prohibitions:

- Outside employment shall not interfere with an employee's primary employment with the SSD.
- Employees are prohibited from engaging in outside employment activities that are not approved by their section head.
- Outside employment which violates any provision within the Code of Governmental Ethics [Louisiana Revised Statutes (La. R.S.) 42:1101 *et seq.*] will not be approved.
- Outside employment which constitutes prohibited dual employment (La. R.S. 42:61 *et seq.*) will not be approved.

- Employees are prohibited from utilizing SSD property or equipment in furtherance of or in connection with outside employment. (Examples: vehicles, office space, computer/data processing, hardware, software, terminals, telecommunications equipment, or services).
- Employees are prohibited from performing outside employment activities while on duty in their primary employment with the SSD.
- Employees are prohibited from representing themselves as an SSD employee while engaged in outside employment.

In addition, if the employment is not prohibited by one of the above factors, the section head will evaluate the request to consider whether the outside employment would:

- Create a conflict of interest;
- Require or appear to require use of information which was obtained in connection with official SSD duties and which is not generally available to the public; or,
- Conflict with state law or Civil Service Rules.

Procedures

All potential new hires and current employees who are in the process of changing positions will be given a copy of this policy and acknowledge receipt of the policy in writing. If the applicant or current employee indicates that he or she is engaged in outside employment activities, the employee will be given an *Outside Employment Disclosure Statement* form to complete. The form will be forwarded by the Office of Human Resources to the hiring section for review and consideration prior to making an Unconditional Offer.

Any current employee planning to engage in or already engaged in outside employment activities must complete an *Outside Employment Disclosure Statement* form and forward it to his or her supervisor for review and consideration.

The supervisor will review the disclosure statement and make a recommendation to approve or deny the request and should forward the completed form to the section head.

The section head will review the disclosure statement and make the decision to approve or deny the request. However, if the section head is unsure, he or she must consult with the Office of Human Resources. If necessary, the Office of Human Resources will contact the Board of Ethics or other appropriate governmental agency for information.

When the request is either approved or denied by the section head, the form will be returned to the supervisor. The supervisor will notify the employee whether the request has been approved or denied. The employee shall comply with any specific conditions established by the section head, which may include discontinuing the outside employment if deemed necessary.

Original disclosure statements for outside employment must be forwarded by the section head to the Office of Human Resources for filing, and copies should be kept by the supervisor in a confidential file.

Responsibilities

- **Executive staff members** are responsible for ensuring that department heads under their supervision adhere to all aspects of this policy.
- **Department heads** are responsible for:
 - Ensuring that each employee under his or her supervision is made aware of this policy and its contents.
 - Providing for formal review of this policy with all employees when it is implemented and on an annual basis thereafter.
 - Approving or denying outside employment requests.
 - Requesting assistance as needed from the Office of Human Resources when evaluating outside employment requests.
 - Ensuring that the conditions of the outside employment are met by employees.
 - Ensuring that original *Outside Employment Disclosure Statement* forms are forwarded to OHR.
- **Supervisors** are responsible for:
 - Complying with this policy as directed by the section head.
 - Making recommendations and submitting *Outside Employment Disclosure Statement* forms to the section head for final approval or denial.
 - Notifying the employee whether or not the outside employment is allowed.
 - Maintaining copies of *Outside Employment Disclosure Statement* forms in a confidential file.
- **Employees** are responsible for:
 - Adhering to all aspects of this policy.
 - Completing an *Outside Employment Disclosure Statement* form for consideration by his or her supervisor and the department head. The information provided on the application must accurately and honestly reflect the nature and scope of the intended outside employment activity.
 - Reporting any changes in outside employment status throughout the course of employment with the SSD.
 - Bringing matters to the attention of their supervisor if they are unsure about the application to the policy.
 - Making their supervisor aware of employment that may cause a conflict with their position with the SSD.
 - Complying with the decision of the department head pertaining to outside employment.
- **The Office of Human Resources** is responsible for:
 - Providing for formal review of this policy with all employees upon hire.
 - Ensuring that this policy and subsequent revisions are provided to department heads.

- Providing assistance to supervisors and department heads, as requested, in evaluating employee requests for outside employment.
- Maintaining written employee acknowledgments of receipt of this policy and *Outside Employment Disclosure Statement* forms.
- Contacting the Board of Ethics or other appropriate regulatory body for information on outside employment, if necessary.

Violations

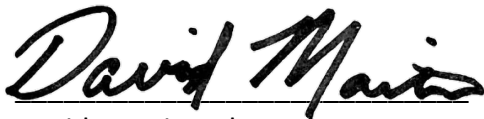
Failure to comply with this policy may result in disciplinary action, up to and including termination.

Questions or Concerns

Questions or concerns about this policy should be directed to the Office of Human Resources.

REFERENCES: La. R.S. 42:61 *et seq.*; La. R.S. 42:1101 *et seq.*; Louisiana Civil Service Rules, Chapter 14

AUTHORIZED BY:



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Date