

SUBJECT: OUTSIDE EMPLOYMENT

EFFECTIVE  
DATE: 05-01-11 (replaces 04-07-10)

APPROVED BY:

Reviewed (no changes): \_\_\_\_\_  
\_\_\_\_\_

EXECUTIVE DIRECTOR

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POLICY

It is the policy of McIntosh Trail CSB to determine whether a salaried employee's outside employment is a conflict of interest with their current job.

Employees must avoid any employment, activity, and/or relationship that actually conflicts or could conflict with McIntosh Trail's interest; creates a perception of impropriety; or, adversely affects the agency's reputation.

McIntosh Trail CSB's job is considered primary. Outside employment may not interfere or conflict with an employee's ability to effectively perform assigned duties and responsibilities associated with McIntosh Trail employment.

The following conditions apply when staff are engaged in outside employment:

1. No resources of McIntosh Trail CSB, including time, may be used for any outside employment activities.
2. Employees engaged in the private practice of MHDDAD therapeutic services will not directly refer McIntosh Trail CSB consumers to their private practices or practices of their associates or partners, for services provided by McIntosh Trail CSB. For services not provided by McIntosh Trail CSB or at the request of a consumer, referrals will be made to private practices, following the guidelines in the Corporate Compliance Plan and practice guidelines of specific licensure boards.
3. Effective May 1, 2011, employees cannot operate a private practice in the same county where they provide services for McIntosh Trail CSB. Those employees operating a private practice prior to May 1, 2011 may continue; however, employees hired May 1, 2011 or after **cannot**.
4. McIntosh Trail employees cannot provide residential services (i.e., Personal Supports or Integrated Resources Services) for McIntosh Trail consumers with Developmental Disabilities.
5. Employees who provide respite by private arrangement with families of McIntosh Trail consumers with Developmental Disabilities will ensure that families understand the employees are acting independently of their McIntosh Trail CSB role.

Salaried employees of McIntosh Trail CSB engaged in outside employment will complete a "Request For Outside Employment" form (Attachment 1) per the procedures outlined below. Hourly employees are not required to complete this form.

All classified employees engaged in outside employment will comply with conditions stated in Rule 478-1-07 and 478-1-08 of the Rules of the State

Personnel Board.

MCINTOSH TRAIL  
COMMUNITY SERVICE BOARD

POLICY NO. 3301  
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PROCEDURE

1. During the interview process, applicants will be informed of the conditions identified in this policy related to outside employment.
2. During the employee orientation, each salaried employee will be informed of this policy. The Employee Statement of Confidentiality, Conflict of Interest, and Acknowledgement of Prohibition of Referrals form (FormDocs) will be completed and placed in the employee's personnel file.
3. If a new salaried employee is engaged in other employment at the time McIntosh Trail employment begins, the "Request for Outside Employment" (Attachment 1) form is to be completed, reviewed by the immediate supervisor, and forwarded to the Employee Relations Department for final approval by the Executive Director.

When an employee desires to **begin engagement** in outside employment, the "Request for Outside Employment" form is completed, reviewed by the immediate supervisor, and forwarded to the Employee Relations Department for approval by the Executive Director.

Attachment: Request For Outside Employment Form

**MCINTOSH TRAIL CSB  
REQUEST FOR OUTSIDE EMPLOYMENT**

Name \_\_\_\_\_ Program \_\_\_\_\_

Job Title \_\_\_\_\_ Work Hours \_\_\_\_\_

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I hereby apply for permission to perform other employment as described below:

Name and address of other employer: \_\_\_\_\_

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Hours of work \_\_\_\_\_ Days of work \_\_\_\_\_

Work to be performed: \_\_\_\_\_

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I understand that this other employment will not:

1. Constitute a violation of any Federal or State law, or any Rule, Regulation or Policy of the State Personnel Board.
2. Constitute a conflict of interest with McIntosh Trail CSB employment.
3. Interfere or conflict with my ability to effectively perform my assigned duties and responsibilities with McIntosh Trail CSB. In this regard, my job with McIntosh Trail CSB **MUST** be considered primary.
4. Utilize any resources of McIntosh Trail CSB, including time.

\_\_\_\_\_  
Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

I do (do not) recommend that approval be granted. (If approval is not recommended, attach justification.)

\_\_\_\_\_  
Immediate Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

I do (do not) recommend that approval be granted. (If approval is not recommended, attach justification.)

\_\_\_\_\_  
Executive Director Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Clinical Director of MH/AD Services/Director of DD Services \_\_\_\_\_ Date \_\_\_\_\_

**RETURN TO EMPLOYEE RELATIONS**