

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Procedure

Section 4.15

ETHICS COMMITTEE APPROVAL FOR OUTSIDE EMPLOYMENT

1. Full-time employment with the Board shall be considered the employee's primary occupation, taking precedence over all other occupations. Under no circumstances shall an employee have other employment that conflicts with the policies, objectives, or operations of the Board.
2. "Outside" employment or "moonlighting" shall be a concern to the Board only if it adversely affects the job performance of the employee's duties with the Board or constitutes a conflict of interest.
3. No employee shall be employed by any entity having a contract with the Board unless the employee notifies and receives written authorization from the Superintendent permitting such employment. Employment with an agency contracting with the Board and any employment dependent upon Board funding must be approved by the Board's Ethics Committee.
4. Should the Board believe that an employee's outside employment is adversely affecting the employee's job performance, the Superintendent will be directed to require that the employee refrain from such activity. Any conflict, policy infraction, or other specific offense which is the direct result of an employee's participation in outside employment shall be disciplined in accordance with current Board policies.
5. Prior to accepting outside employment, the Trumbull County Board of Developmental Disabilities' (TCBDD) employee will complete the "Outside Employment Approval Form."
6. This form will be given to the employee's direct supervisor who will review, sign, and forward the form to the Superintendent.
7. The Superintendent will present the request(s) at the next scheduled Ethics Committee meeting and will place the request for outside employment on the TCBDD board agenda as a formal resolution.
8. The Ethics Committee's recommendation will be presented to the TCBDD Board. The Board will approve or not approve the resolution. The employee and the employee's direct supervisor will be notified of such decision.
9. For the first year, the employee's direct supervisor will evaluate the employee's job performance on a quarterly basis. This evaluation is to ensure that outside employment does not conflict with the policies, objectives or operations of the

Board and to ensure that the outside employment does not adversely affect the job performance of the employee's duties.

10. Continued outside employment must be reviewed and approved annually by the Ethics Committee. Following the Board's annual in-service training in February, the employee must complete a new "Outside Employment Approval Form" and follow the steps outlined in this procedure.

Effective: 6/25/12