

Adopted 9/85

Revised 12/94

4/04

**Subject: PERSONNEL POLICY #11  
OTHER EMPLOYMENT**

Choices In Community Living expects employees who maintain other employment outside of the agency to comply with the same requirements and standards as those who do not.

**Exempt Employees**

The agency expects exempt employees with positions that require flexible scheduling to remain available as required by the essential functions of their jobs. In situations when outside employment threatens employees' ability to meet the essential functions of their jobs, the agency will work with employees to resolve the situation. If the agency is unable to resolve the situations to meet its needs, it will take disciplinary action up to and including termination.

**Reporting**

The agency expects employees who acquire other employment outside of the agency to report it to their supervisors.

**Other**

- The agency will not certify work-related injuries that occur while an employee is working for other employers.
- The agency prohibits employees from becoming subcontractors of the agency without the prior approval of the executive director.
- The agency will not approve of outside employment that, by controversial nature, threatens the creditability of the agency. In the event of these situations, the agency will work with employees to resolve the situations. If the agency is unable to resolve the situation to meet its needs, it will take disciplinary action up to and including termination.