

<p>Fifth Judicial District</p> <p>Department of Correctional Services</p> <p>Policy and Procedural Manual</p>		<p>Approval Date: 2/11/2015</p> <p>Approved By:</p> <p><i>Sally Kreamer</i></p> <p><small>Sally Kreamer, Director Fifth Judicial District Department of Correctional Services</small></p>
<p>Division: Administration</p> <p>Unit(s): District Wide</p>	<p>Subject: Employment Outside the Department</p>	<p>Effective Date: 2/11/2015</p> <p>Review Dates: 2/11/2015 Revision Date: 9/10 Origination Date: 3/20/2007</p>

POLICY

Employees will not engage in any outside employment, activity or enterprise which is determined to be inconsistent, incompatible or in conflict with their duties or the mission of the Department and objectives of its programs.

Employees who have been approved to be employed outside the Department cannot conduct business regarding that employment on Department time or property, or with Department equipment.

Failure to abide by this policy may result in disciplinary action up to and including dismissal.

DEFINITIONS

Outside Employment - means any job with another employer, partial or full ownership of a business, or direct or indirect ownership of a business.

PROCEDURES

- A. All outside employment opportunities will be submitted in writing to the Department Director for review and approval.
- B. If approved by the Department Director, the employee understands the outside employment is secondary to their job with the 5th Judicial District Department of Correctional Services and will not interfere with their job duties and responsibilities with the 5th Judicial District Department of Correctional Services.
- C. If the employee is on FMLA or sick leave from their job with the 5th Judicial District Department of Correctional Services the employee understands they are not to work at their outside employment during that time.