

## CORPORATE POLICY

<b>SUBJECT: Outside Employment</b>	<b>CATEGORY: Human Resources</b> <b>ORIGINAL DATE: November 10, 1992</b> <b>REVIEWED DATE: <u>April 22, 2026</u></b> <b><del>February 11, 2020</del></b> <b>REVISION DATE: <u>April 22, 2026</u> <del>April 26, 2023</del></b>
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### I. **POLICY:**

- A. Lake County Health Department and Community Health Center (LCHD/CHC) must assure that with outside employment there are no conflicts, no unauthorized use of position or LCHD/CHC facilities or property, and that all employees are able to fulfill all duties and responsibilities for which they are being paid. The immediate supervisor and appropriate Director are responsible for assuring that outside employment is compatible with the full discharge of an employee's duties and responsibilities.
- B. Executive Team Directors desiring to engage in outside employment **must make prior written requests to must complete an Outside Employment form and submit to** the Executive Director. Any other employee desiring to engage in outside employment must **submit an Outside Employment form notify to** their immediate supervisor and appropriate Director. ~~concerning the duties and hours of employment by completing the Outside Employment Form.~~ The employee will be notified if such outside employment is acceptable, or if the employee must discontinue or modify the outside employment for any reason including, but not limited to:
  - 1. The outside employment has actual or potential conflict with an employee's LCHD/CHC duties, responsibilities, and schedule.
  - 2. It appears from the employee's sick leave use record, or other evidence, that outside employment might impair the employee's ability to fully and properly discharge the duties and responsibilities of their position with LCHD/CHC.
  - 3. The outside employment would conflict with a request for the employee to work overtime (where applicable) at LCHD/CHC.
  - 4. The outside employment, or the place where it is performed, would ever bring either LCHD/CHC or the employee into disrespect or disrepute; or
  - 5. The outside employment would require the employee to appear in a LCHD/CHC uniform, or to access or use any LCHD/CHC equipment, records, documents, files or service being performed by LCHD/CHC.
- C. Outside employment is subject to the conditions and limitations stated in the outside employment form, or as imposed by the appropriate Director and Human Resources.
- D. Any injury occurring during outside employment must be reported to the appropriate Director and made a matter of record. Copies of the report must be sent to the Safety Coordinator and the Human Resources Director. Failure by the employee to report such injury may be cause for disciplinary consequences up to and including termination of employment.

### II. **SCOPE:**

All LCHD/CHC employees.

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### III. PROCEDURE:

- A. An employee wishing to begin or continue outside employment must complete an Outside Employment Form, located on HealthNet under HR/Forms, and obtain signed approval from their immediate supervisor and appropriate Director. The employee must state the hours of outside employment, detailed description of duties, as well as the employer and place of employment.
- B. The immediate supervisor and appropriate Director must evaluate the form and determine its compatibility with the full discharge of the employee's duties and responsibilities.
- C. If the immediate supervisor and appropriate Director do not approve the outside employment for reasons stipulated in this policy, a copy of the reasons for disapproval must be sent to the employee and to Human Resources for inclusion in the employee's personnel file. If the request is approved, the Outside Employment form must be routed to the Human Resources Director.
- D. If the Executive Director desires to engage in outside employment, they must submit their Outside Employment Form to the Board of Health President. The Executive Director must state the hours and duties of the outside employment, the employer, the location and duration of the employment, and the compensation to be received. The Board of Health President must evaluate the request and submit a recommendation to the Board of Health Personnel Committee. If the request was approved, then the signed Outside Employment form must be routed to the Human Resources Director.
- E. The immediate supervisor, appropriate Director, the Human Resources Director, the Executive Director, or the Board of Health (where applicable) may establish additional conditions for approving outside employment. Such conditions may include limitations on the outside employment or periodic reviews.
- F. Activities that result in the payment of consultant fees to LCHD/CHC staff during normal working hours will be addressed in the following manner:
  1. No employee may engage in any activity that is or has the potential to be a conflict of interest with departmental activities, goals or values.
  2. The appropriate Director or the Executive Director is responsible for the control of such activities. Approval will be granted on a case-by-case basis with due consideration given to time availability, the number of days involved and the frequency of such requests.
  3. Staff members may retain any fees, honoraria or expenses paid for papers, talks, demonstrations, or appearances made by employees on their own time in accordance with the Conflict of Interest policy.

### IV. REFERENCES:

Outside Employment Form  
Conflict of Interest Policy

### V. AUTHORS/REVIEWERS:

Designated Review Team, ~~Corporate Policy and Procedure Committee, Executive Team~~ Executive Director, Deputy Executive Director, and the Lake County Board of Health Personnel Committee



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**VI. APPROVALS:**  
Lake County Board of Health President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_