

I. PURPOSE

To protect the integrity of Agency operations/business through information, products, services and employee efforts and to reduce the risk of litigation.

II. POLICY

The Agency prohibits employees from engaging in activities which are incompatible, inconsistent or in conflict with their Agency employment. Employees are expected to devote their best efforts to the interests of the Agency and the conduct of its affairs. While the Agency recognizes the right of employees to engage in activities outside of their employment at the Agency which are of a private nature and unrelated to our business, a policy of full disclosure will be followed in order to assess and prevent potential conflicts of interest from arising.

III. PROCEDURE

A. While it is not possible to describe all the circumstances and conditions which might develop, the following is set forth for the guidance of all employees.

1. No employee may engage in outside work that will interfere with his or her primary job with the Agency. Nor will any employee engage in any activity of a nature that is in some way hostile or adverse to the business of the Agency.
 2. Employees engaging in outside work, even though it does not interfere with their primary job, are required to disclose the nature of that work to the Agency. No outside work may be done during regular office hours or during the regular work schedule, including overtime, and no Agency facilities, equipment, labor or supplies are to be used to conduct this outside activity.
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Conflict of Interest, Continued

3. No employee, or members of their immediate family, may directly or indirectly borrow from, lend to, invest in, or engage in any substantial financial transaction with an existing or potential customer or supplier of the Agency, if this would create a conflict of interest.
 - B. All employees are required to complete the Outside Employment/Incompatible Activity form upon initial employment and before engaging in outside employment or possibly incompatible activities. This completed form should be submitted to the Division Director for approval or denial. After review, a copy of the form will be returned to the employee indicating approval or denial of the request.
 - C. If disapproved, the employee will be notified in writing of the reason for the disapproval and may appeal such a decision to the Manager of Labor Relations, the Director of Human Resources and finally to the General Manager.
 - D. If, after approval, outside employment is subsequently found to be incompatible with the employee's duties, or to require such time demands as to make the employee's Agency performance less efficient, such approval may be rescinded with reasonable time provided to cease employment or activities found to be incompatible.
 - E. Any questions regarding a possible conflict of interest or outside work should be taken up with the employee's immediate supervisor, the Division Head or the Manager of Labor Relations.
 - F. Failure to disclose or discuss information related to any of the above points may lead to disciplinary action up to and including termination.
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