Outside Employment Policy

Policy Number	300.05.02	**Custodian**	Human Resources
Approved Date	8/11/2020		
Effective Date	8/11/2020	**Review Date**	August 2020
References: Conflict of Interest Policy			

1. **Purpose**
   Establish guidelines for employees who wish to obtain secondary employment outside of WETCC

2. **Persons Affected**

   2.1. Staff

3. **Policy**
   This policy is to ensure the following:

   3.1. No conflict of interest, real or perceived, exists when an employee takes employment outside of WETCC.

   3.2. Secondary employment does not interfere with work hours or the ability to perform assigned job duties.

   3.3. WETCC reserves the right to grant or deny permission to any employee wishing to simultaneously accept employment elsewhere or become self-employed.

4. **Definitions**

   4.1. Outside Employment. Any activity for pay that is performed in addition to the official responsibilities of an employee including self-employment.

5. **Procedures**

   5.1. Employees who wish to accept employment or become self-employed must make full disclosure to their supervisor and include and conflict with their WETCC employment.

   5.2. Supervisors review the request to ensure there is no conflict of interest and deny or approve the request.

   5.3. The human resources department documents and files the activity in the personnel file.

Revision History

Rev. Date	Rev. No.	Revision
02/21/2025	2.	Housekeeping; New Format; Change Custodian
08/11/2020	1.	Original