**Section 100 – Management & Administration**

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| Human Resources – 101  |
| S.O.P # 101.03 | **Secondary Employment and Volunteerism** | Page: 1 of 1 |
| EFFECTIVE: 10/14/2019 | Authorized: Board of Directors |
| REVISED: |  |

**101.03.01 Purpose**

To establish procedures for obtaining authorization for secondary employment. This SOP also acknowledges volunteering.

* + 1. **Policy**

Secondary employment or volunteer work is not allowed when it may conflict with availability for assigned work, impairs an employee’s performance, or where there is a real, potential, or perceived conflict of interest between the employee’s work with the District and outside work activities.

**101.03.03 Procedure**

1. An employee who wishes to accept outside work assignments in any paid full-time, part-time, volunteer Fire-EMS or freelance capacity must obtain the approval of the Chief.
2. The Chief may approve, approve with conditions, or deny the request.