

405.4 Secondary Employment

Policy

Employees of the Division shall ensure their first employment commitment is to the Division, and that secondary employment does not interfere with performance of duties with the Division.

Regulations

1. If an employee engages in secondary employment, including self-employment or a business undertaking, it shall not effect the employees roles and responsibilities in any of the following ways:
 - 1.1. interfere with, influence or affect the performance of duties in Division employment;
 - 1.2. provide an advantage derived from employment with the Division;
 - 1.3. is in conflict or competition with the function in which the individual is employed by the Division;
 - 1.4. is performed in such a way as to appear to be an official act of a Division employee, or to represent Division opinion;
 - 1.5. involves performance of work which must be inspected or approved by another Division employee where a conflict of interest or preferential treatment may exist; or
 - 1.6. directly result in any matter contributing to a proposal or contract which may require Division consideration or approval whether of a financial nature or otherwise.
2. All employees of the Division who engage in secondary employment shall make it known to the secondary employer that service is provided on a personal basis only and is in no way authorized, endorsed or supported by the Division.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.



References

Alberta Education Act:	60
Other Statutes:	Alberta Labour Relations Code, Employment Standards Code
Division Policies:	400.2 Employee Code of Conduct, 400.2.1 Employee Conflict of Interest, 405.15 Employee Research and Publishing
Other:	Employee Collective Agreements