



## **405.4 Secondary Employment**

### **Policy**

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

### **Regulations**

1. As a general rule, no employee shall engage in secondary employment, including self-employment or a business undertaking as an employee or shareholder where the outside employment:
  - 1.1. interferes with, influences or affects the performance of duties in District employment;
  - 1.2. provides an advantage derived from employment with the District;
  - 1.3. is in conflict or competition with the function in which the individual is employed by the District;
  - 1.4. is performed in such a way as to appear to be an official act of a District employee, or to represent District opinion;
  - 1.5. involves performance of work which must be inspected or approved by another District employee where a conflict of interest or preferential treatment may exist; or
  - 1.6. directly results in any matter contributing to a proposal or contract which may require District consideration or approval whether of a financial nature or otherwise.
2. All employees of the District 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 District.

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



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### **References**

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