

## OUTSIDE EMPLOYMENT

<b>Policy Number:</b>	HR-401
<b>Effective Date:</b>	May 6, 2020
<b>Application:</b>	Applies to all employees of the <b>Eastern Washington State Historical Society (EWSHS)</b> .
<b>History:</b>	The EWSHS Board of Trustees reviewed without making changes the previous version of the policy dated February 1, 2017. This replaces previous version HR Policy BP#121 originally enacted in January of 2013. The EWSHS Board of Trustees adopted this policy of May 6, 2020.

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### **Purpose – To clarify the parameters of outside employment or employment outside of the EWSHS.**

Note: All employees remain individually responsible for compliance with the State Ethics Law, RCW 42.52, which is enforced by the Washington State Executive Ethics Board.

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### **Definitions**

**Conflict of Interest** – Any instance when an employee's actions, decisions, recommendations, or activities outside the agency influence, potentially influence, or have the appearance to a reasonable person of influencing, the employee's official duties or decisions.

**Compensation** – Anything of economic value, however designated, that is paid, loaned, granted, transferred or which will be paid, loaned, granted or transferred to any person, in return for personal services.

**Outside Employment** – Any job other than the current position with the **EWSHS**. This could include, but is not limited to, employment by another unit of government or state agency, private employment, self-employment, work under personal service contracts with the state, serving as a consultant or advisor, and volunteer activities that, if compensated, could be considered outside employment. An example of a volunteer would be a bookkeeper who volunteers as treasurer for their church.

### **Policy Statement**

Outside employment shall not conflict with official duties for the **EWSHS**. Outside employment shall be consistent with the state ethics laws.

The use of state resources, including, but not limited to, time, information, material, vehicles, equipment, office supplies, computers or telephones in connection with outside employment is prohibited. An employee shall not use his or her position at the **EWSHS** to create the opportunity for private gain.

All employees must report outside employment to the **EWSHS**. New employees coming to the **EWSHS** that have outside employment must notify the **EWSHS** of such employment before beginning work for the **EWSHS**.

In certain instances, outside employment with another state agency will require prior approval by the Executive Ethics Board. Information is available on the Executive Ethics Board website at [www.ethics.wa.gov](http://www.ethics.wa.gov)

Requests for approval of outside employment must be submitted to a supervisor prior to beginning that employment. The employee's supervisor will approve or disapprove the request and forward it to the agency director or designee for final approval or disapproval. If denied, the director or director's designee will provide justification for the denial.

**The EWSHS** may, at any time, require reapplication or may withdraw approval for any situation.

If outside employment negatively impacts on the employee's work at the **EWSHS**, or if there is a situation that is determined to present a perceived, potential or actual conflict of interest, a supervisor may withdraw approval for that outside employment. The employee and the Department of Enterprise Services (DES) Human Resource (HR) Consultant are to be notified if approval of outside employment is withdrawn. This notification should provide the reason(s) for this action.

Failure to obtain prior approval for outside employment or engaging in outside employment when such approval has been denied, may result in corrective or disciplinary action up to and including dismissal.

The decision to approve or deny outside employment rests with the **EWSHS**.

**Primary roles and responsibilities for Outside Employment within the EWSHS.**

<b>Role</b>	<b>Responsibilities</b>
<b>Employee</b>	Be knowledgeable of the policy for outside employment. Submit a written request for approval for outside employment prior to beginning such employment. Notify the supervisor immediately of any action which could be a potential or actual conflict of interest.
<b>Supervisor/Manager</b>	Process written requests as needed and promptly notify the agency director or designee of any outside employment of staff and forward to the agency director or designee for final approval or disapproval and share with the DES HR Consultant.
<b>Agency Director/Designee</b>	Provide final determination of approval or disapproval of request for outside employment. If disapproved, provide written justification for the denial.
<b>DES HR Consultant</b>	Discuss outside employment requests or issues with employees, supervisors, and managers.

**References that apply to this policy**

WAC 292-110-060 (current employees contracting with state agencies)	RCW 42.52.050 (confidential information)
RCW 42.52 (ethics in public service)	RCW 42.52.020 (activities incompatible with public duties)
RCW 42.52.040 (assisting in transactions)	RCW 42.52.120 (compensation for outside activities)

### Outside Employment Disclosure and Request for Approval

Name	Date
Department	Title

**I hereby request approval to engage in outside employment as described below:**

Nature of Employment
Employer
Time Required for Employment

I understand Washington State policy forbids me from engaging in any form of outside employment or business opportunity, for myself or for another employer, which would conflict or interfere with my job, especially during scheduled work hours. Additionally, I understand that using museum equipment or materials for personal use or outside employment is strictly prohibited. I understand that in order to engage in outside employment, I must receive approval from my Supervisor and Department Director or the CEO in advance of performing such outside employment, and that the approval may be withdrawn at any time. I also understand and agree that my outside employment must be suspended if my work status with the State of Washington is sick leave, FMLA leave, workers compensation leave or restricted duty. I understand that failure to comply with the policy could result in disciplinary action up to and including termination of employment.

Employee Signature	Date
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**DEPARTMENT DIRECTOR ACTION**

Request Approved       Request Denied

Comments or Special Conditions

Department Director Signature	Date
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Forward completed form to Human Resource Department for placement in Personnel File.