

## SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section: **Employment**  
Standard: **OUTSIDE EMPLOYMENT**  
Section #: **A-9**  
Effective: September 3, 2008

See Also: Conflicts of Interest

### ***GENERAL STANDARD***

The Authority expects that any outside employment or activities in which employees engage will not interfere with their ability to perform fully and competently their Authority job responsibilities, or that such will not result in an actual or potential conflict of interest.

### ***SPECIFIC STANDARDS***

- ❑ Regardless of any secondary jobs or activities, employees will be evaluated on the expected performance standards related to their Authority jobs and will be expected to meet the Authority's scheduling requirements.
- ❑ Employees are prohibited from disclosing to any other current or potential employer or individuals any of the Authority's confidential or privileged information acquired during the course of employment with the Authority.

### ***GUIDELINES***

The employee's Authority job is considered by the Authority to be his/her primary job, and outside employment a secondary job. Accordingly, should outside employment prevent the employee from meeting the Authority's job requirements, the employee may be asked to terminate the outside employment if s/he wishes to remain with the Authority.

Managers and employees should consult with the Human Resources Department staff regarding any issues associated with outside employment and seek advice about appropriate courses of action should there appear to be a potential conflict of interest or if outside employment seems to be interfering with an employee's job performance.