

Section/Number: Human Resources – 009	Approval Date: (DD/MM/YY)
Subject: Outside Employment	Amendment Dates:
<p>Policy</p> <p>Employees of the Community Government require approval from the Senior Administrative Officer before accepting or maintaining other employment and/or operating a business.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. Employees may not carry on any business or accept or maintain other employment where there may be an actual or perceived conflict between their private interests and the duties they are required to perform with the Community Government. 2. Before engaging in any business or employment outside of their regular duties, an employee must obtain the written approval of the Senior Administrative Officer (SAO). 3. If the SAO believes there is an actual or perceived conflict of interest, he/she may deny the employee's request. <ol style="list-style-type: none"> 3.1. The SAO may make it a condition that the employee's firm may not bid on, or be awarded, business contracts with the Community Government. 3.2. The SAO will notify the employee in writing stating the reasons for denying the request. 4. If the request is approved, a copy of the approval will be provided to the employee and one copy will be placed on the employee's Personnel File. 5. An employee who contravenes this policy may be subject to corrective action up to and including dismissal. 	
<p>Attachments</p> <p>N/A</p>	
<p>References</p> <p>N/A</p>	