



**JCS-Inc. Administrative  
Regulations**

**8017.2 Outside Employment of Employees Administrative Regulations**

**Effective Date: September 8, 2017**

**Procedure:**

1. Originating Office. Suggestions or questions concerning this procedure should be directed to the Executive Director or Human Resources.
2. Outside Employment.
  - a. Employee shall not engage in any outside employment, activity or enterprise for compensation, which is inconsistent, incompatible, or in conflict with his/her duties with the School. For example:
    - i. Use of School time, facilities, equipment, supplies, prestige or influence in a manner clearly for private gain or advantage
    - ii. Receipt or acceptance of money or other consideration from other than the School for an activity which employee is expected to render in the regular course or hours of his/her employment with the School, i.e., student instruction
    - iii. Activity, which results in employee's service to the school being less than satisfactory.
  - b. Employee should inform the Executive Director or designee of his/her intent to engage in any outside activity or employment, which might be in violation of this policy. Executive Director or designee will advise employee in writing if outside activity constitutes a violation.
3. Outside Obligations Prior to End of Required Workday. Employees shall not obligate themselves to accept responsibilities for activities prior to the end of the required workday. When an employee is unable to meet this rule (e.g., enrollment in a college class not offered at any other time), the Program Director may approve an exception.

Original Procedure: 02/27/01

Revised Procedure: 03/07/08

Revised Procedure: 09/08/17