

**POLICY NAME** OUTSIDE EMPLOYMENT (INCLUDING SELF-EMPLOYMENT)

**POLICY NUMBER** 2.5.7

**CATEGORIES** 2

**DATE PROPOSED:** 8/10/18

**DATE OF VOTE:** 8/22/18

**ACCEPT (Y/N):** Y

Any full time Ice Sports Center (ISC) employee wishing to take on a second job while still employed at the ISC must submit a written request to do so to the Senior Facility Manager (SFM) PRIOR to accepting the new position. The SFM has the right to deny any such request if the SFM believes that the new employment will interfere with the employee's ability to properly and completely perform his or her duties at the ISC.

An employee whose request has been denied has the right to appeal the SFM's decision to the Board. This appeal must be made in writing within 30 days of the denial.

ISC employees, both full time and part time, may hold employment elsewhere providing that the employee obtains the SFM's written approval in advance of accepting outside employment. In evaluating an employee's request, the SFM shall take the following into consideration:

1. Impact of the additional employment on the employee's ability to perform responsibilities at the ISC.
2. Potential conflict of interest.
3. Appropriateness of the employment vis-à-vis ISC community involvement.

Disciplinary measures for violation of the policy are the responsibility of the SFM.

**COMMENTS:** Supersedes Policy #41