



Santa Cruz Consolidated Emergency Communications Center

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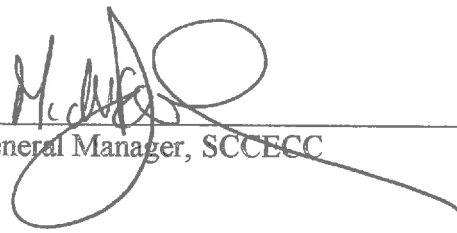
Michael J. McDougall
General Manager

9-1-1 FIRE
POLICE
MEDICAL

COMMUNICATIONS PERSONNEL POLICY/PROCEDURE

Policy No.: 2005
Date Issued: February 27, 1998
Date Revised:

APPROVED:


General Manager, SCCECC

SUBJECT: OUTSIDE EMPLOYMENT

1.0 Purpose

- 1.1 The purpose of this policy is to provide guidelines for employees who wish to seek outside employment while continuing to work for the Authority.

2.0 Conditions

- 2.1 Authority employees are prohibited from accepting employment or engaging in any occupation or business which reflects discredit on the member or the Authority, or which employment, occupation or business causes criticism of the member or the Authority, or where the activity affects the efficiency and effectiveness of the member in the performance of his/her regular duties by reason of fatigue or other detrimental conditions.
- 2.2 Outside employment cannot interfere with the Authority's assigned work schedule including the assignment of overtime, or other last minute assignments.
- 2.3 Holdovers and exchanges for the purpose of outside employment are permitted only if approved by the employee's supervisor in advance.
- 2.4 Employees are prohibited from engaging in any outside work or activity for which they are compensated or derive personal gain whenever they are on sick leave, on injury leave, receiving temporary disability payments or on leave without pay for injury or illness.

3.0 Requesting Outside Employment

3.1 A written request for approval of outside employment will be made.

3.1.1 The request must include the estimated number of hours worked per work, the nature and location of employment, as well as the name and number of the perspective employer.

4.0 Approval

4.1 In all cases, the General Manager must approve a request for outside employment.

4.2 The General Manager retains the right to deny outside employment requests.