

## NORTHCARE NETWORK

<b>POLICY TITLE:</b> Outside Employment	<b>CATEGORY:</b> Personnel	
<b>EFFECTIVE DATE:</b> 1/1/15	<b>BOARD APPROVAL DATE:</b> 12/10/14	
<b>REVIEW DATE:</b> 7/15/24	<b>REVISION(S) TO POLICY STATEMENT:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>OTHER REVISION(S):</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>RESPONSIBLE PARTY:</b> HR Specialist	<b>CEO APPROVAL DATE:</b> 8/6/24 Megan Rooney, CEO	

### **APPLIES TO**

NorthCare Network Personnel

### **POLICY**

An employee with NorthCare Network may be allowed to participate in outside employment provided the situation has been reviewed and a determination has been made that there is no conflict of interest or negative impact on NorthCare Network.

### **PURPOSE**

To set forth guidelines to ensure employees are not involved in any outside employment or activity that will affect the quality or quantity of their work at NorthCare Network, create a conflict of interest, or create an appearance of impropriety.

### **DEFINITIONS**

N/A

### **REFERENCES**

NorthCare Network Conflict of Interest Policy  
Outside Employment Request Form  
Outside Employment Agreement  
Outside Employment Attestation

### **HISTORY**

NEW POLICY – 1/1/15  
REVISION DATE: 8/22/16, 2/15/19, 9/29/20, 6/29/23  
REVIEW DATE: 12/3/14, 10/19/15, 8/22/16, 6/19/17, 4/20/18, 2/15/19, 11/24/19, 9/29/20, 7/27/21, 7/28/22, 6/29/23, 7/15/24  
CEO APPROVAL DATE: 12/3/14, 11/9/15, 9/6/16, 7/13/17, 5/10/18, 3/14/19, 12/3/19, 10/6/20, 8/3/21, 8/2/22, 7/11/23, 8/6/24  
BOARD APPROVAL DATE: 12/10/14

### **PROCEDURES**

Employees are required to complete the Outside Employment Request Form and submit it to the HR Specialist before participating in outside work activities. The HR Specialist will discuss the employee's request with the Chief Executive Officer and Supervisor.

Employees are expected to devote their best efforts to the interests of NorthCare Network. Business dealings that create a conflict situation, i.e., a perceived, potential,

or actual conflict of interest, between NorthCare Network and an employee, or are likely to negatively impact the NorthCare Network system, are unacceptable.

NorthCare Network recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to the agency. However, the employee must disclose any possible conflict situation, as defined above, relative to outside employment activity by others or for oneself.

### **Outside Employment**

If the CEO approves the request, the following forms, located on the shared drive need to be completed.

- Outside Employment Agreement
- Outside Employment Attestation

If the CEO considers the outside employment to be a conflict of interest, the employee will be notified of this in writing. In general, outside work activities are not allowed when:

- The work prevents the employee from fully performing work for which he or she is employed at NorthCare Network, including overtime assignments.
- The employee wishes to engage in a contract with NorthCare Network or is employed by an entity that wishes to do so.
- Outside employment could be construed in some manner as a conflict of interest.

If the CEO approves the outside employment, the employee shall:

- Not use NorthCare Network's name as a credential in advertising or soliciting customers or clients.
- Not use NorthCare Network supplies, facilities, staff, or equipment in conjunction with any outside employment.
- Maintain a clear separation of outside employment from activities performed for NorthCare Network.

NorthCare Network shall not be liable, either directly or indirectly, for any activities performed in conjunction with the employees outside employment.

Employees are hired and continue in NorthCare Network's employ with the understanding that NorthCare Network is their primary employer and that other employment or commercial involvement which conflicts with the business interests of NorthCare Network is strictly prohibited.

### **Work Hour Adjustments**

Any adjustment to work hours to accommodate outside employment must first be discussed with and approved by the Supervisor and CEO.

Outside Employment will be reviewed annually in conjunction with the employees' performance evaluation.