

## 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> 7/28/22	<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 Coordinator	<b>CEO APPROVAL DATE:</b> 8/2/22 Dr. Timothy Kangas, 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

### **HISTORY**

NEW POLICY – 1/1/15

REVISION DATE: 8/22/16, 2/15/19, 9/29/20

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

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

BOARD APPROVAL DATE: 12/10/14

### **PROCEDURES**

Employees who desire, or are involved with outside employment, shall discuss their situation with the Human Resource Coordinator. The Human Resource Coordinator will meet with the Chief Executive Officer or Supervisor and discuss the employee's request.

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 our business. However, the employee must disclose any possible conflict situation, as defined above, relative to outside employment activity by others or for oneself. Although it is not possible to specify every action that might negatively impact NorthCare Network, outside employment is an area that has a potential for such.

### **Outside Employment**

Employees are required to complete the Outside Employment Request Form and submit to the HR Coordinator before participating in outside work activities. If the CEO approves the request, the following forms, located on the shared drive need to be completed.

- Outside Employment Agreement
- Attestation – Outside Employment

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, such as a provider for Specialized Residential Services, etc.
- Outside employment could be construed in some manner as a conflict of interest.

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 CEO/Supervisor.