

Outside Employment Policy

Effective date: 7/1/2014 Updated date: 7/1/2017

Introduction and Purpose

Center for Social Change, Inc. (“CSC” or “the company”) recognizes that employees may desire secondary employment outside of CSC. This policy sets forth guidelines concerning employee outside employment.

Definition of Outside Employment

Outside Employment is considered any participation in intermittent, part-time, or full time activities outside of employment with CSC that are in pursuit of profit.

General Guidelines

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with CSC; the outside employment does not adversely impact the employee’s attendance and occurs completely outside of the employees scheduled hours. All employees will be judged by the same performance standards and will be subject to CSC’s scheduling demands, regardless of any existing outside work requirements. Employees who fail to provide written notice of outside employment by properly completing an “Outside Employment Disclosure Form” may be subject to disciplinary actions.

Disclosure Process

An employee is required to notify CSC about outside employment through the following procedure:

1. Complete the “Outside Employment Disclosure Form” within fourteen (14) days from the commencement of outside employment. An employee currently engaged in outside employment shall complete and submit the form within fourteen (14) calendar days of this policy’s effective date. Employees hired after this policy’s effective date shall complete the “Outside Employment Disclosure Form” within seven (7) days from their date of hire.
2. The “Outside Employment Disclosure Form”, which identifies the name of the outside employer, the position held by the employee with the outside employer and the contact information for the outside employer, should be submitted to the Human Resources Department.
3. The original request form will be maintained in the employee’s personnel file.
4. Upon any subsequent change in outside employment the employee will be required to submit a new or updated “Outside Employment Disclosure Form”.

Injuries or Occupational Illness Arising from Outside Employment

Employees who sustain injuries or illnesses in connection with outside work shall report the injury or illness to that employer. In such cases, the employee will not be entitled to receive CSC workers' compensation benefits but is permitted to use accrued paid time off such as vacation and sick leave. Falsely claiming workers compensation benefits from CSC for occupational illnesses or injuries arising out of outside employment is serious misconduct and a form of theft. Violations will result in serious disciplinary action including possible termination from employment.

Employees shall not use CSC's health insurance benefits to cover the medical costs of any injury or illness to the extent they are covered under the outside employer's workers compensation coverage. Again, falsely claiming medical benefits from CSC for occupational illnesses or injuries arising out of outside employment is serious misconduct and a form of theft. Violations will result in serious disciplinary action including possible termination from employment

In those cases where an outside employment-related injury or illness results in an employee's temporary disability, the employee must either request and obtain a leave of absence without pay or request and use accrued paid time off or vacation.

By signing below you acknowledge that you have read and understood CSC's Outside Employment Policy.

Employee Name

Employee Signature

Date



Outside Employment Disclosure Form CENTER FOR SOCIAL CHANGE, INC.

Employees should use this form to disclose secondary employment outside of Center for Social Change, Inc.
Employees should first read CSC's Outside Employment Policy, before submitting this form.

Employee Name	:	
Date of Hire with CSC	:	
Position Held with CSC	:	

1		I do not currently have any other employment other than the one in Center for Social Change, Inc
2		I do currently have employment other than the one with Center for Social Change, Inc
3		If you have checked (2) above, please complete the following information

Name of Outside Employer	:	
Position Held	:	
Date Employment Began	:	
Supervisor & Telephone #	:	
Name of Outside Employer	:	
Position Held	:	
Date Employment Began	:	
Supervisor & Telephone #	:	

I understand that should I fail to report and fully disclose any outside employment, I may be subject to disciplinary action including possible termination from employment.

Employee Name Signature Date