

**Subject: Outside or Dual Employment**

**Section No. I-F**

**Page 1 of 2**

**Effective Date: January 1, 2007**

**Revision Date: January 1, 2007**

1. **- Purpose:** Georgia Public Broadcasting (GPB) recognizes that employees sometimes seek additional employment during their time off. GPB asks these employees to remember that, despite any outside employment, their position with GPB is their prime responsibility. This policy is designed to provide guidelines to employees who elect to participate in outside employment.
2. **- Applicability:** This policy is applicable to all GPB employees.
3. **- Definitions:** Outside employment may be defined as any activity (including consulting), which provides compensation to an employee in exchange for their participation. The outside employer may be described as public, private, or an independent entrepreneur(s).
4. **- Policy:** Except as prohibited by this policy, outside employment activities are generally allowable as long as they do not interfere with the performance of the employee's obligation to GPB and are undertaken in accordance with the following policy and procedures. Conflicts of interest, as well as time, are included in this prohibition.
  - A. Outside employment with an entity that conducts business with GPB competes with GPB for products or services or has a relationship with GPB that could have the potential conflict of interest with both parties.
  - B. Outside employment for any governmental entity within the State of Georgia without the written consent of both employers.
  - C. Outside employment which exploits official position or confidential information acquired in the performance of official duties for personal gain.
  - D. Outside employment which the public may view as work on behalf of the Agency.
  - E. Outside employment that violates state law or state standards of employee conduct.

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**Page 2 of 2**

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**5. Procedures:**

- A. Employees contemplating outside employment are required to obtain written approval from their Division Director before engaging in any outside employment. The employee shall submit a request form stating the nature of employment in detail (i.e., hours, place of employment, responsibilities, etc.) before any commitment is made.
- B. In the event that the Division Director believes that such outside employment may involve a matter of public interest or interfere with duties to the Agency, the matter shall be referred to the Policy Director, as designee by the Executive Director, to review and to provide interpretation on whether a conflict exists.
- C. All approved request for outside employment shall be submitted to the Human Resources office which shall provide official notification of approval to the employee, and will maintain a record of the approval in the employee's personnel file.
- D. Employees, who do not report outside employment and undertake it with the necessary approvals, are subject to disciplinary action including termination.