

OUTSIDE WORK POLICY

I. Intent

The Board of Education recognizes that on occasion Questar III employees may obtain other compensated employment or undertake work on contract basis for compensation during hours they are not scheduled to work for Questar III (“outside work”). As public employees with Questar III it is important that such outside work not conflict with or create the perception that it conflicts with responsibilities as Questar III employees. This policy sets forth expectations and requirements relating to any such outside work. For purposes of this policy, outside work shall not include public offices held outside of Questar III, whether or not for compensation.

II. Expectations and Requirements for all Employees

Questar III is an educational cooperative providing leadership and creating student success through shared instructional and support services to schools and communities. The work of Questar III employees reflects upon the organization as a whole as well as upon the individual employees. All employees engaging in outside work are expected to comply with the following:

- A. Employees shall not perform outside work during Questar III work hours or while participating in events as a Questar III employee.
- B. Employees shall not utilize Questar III resources (including but not limited to computers, equipment, supplies) to perform outside work or unpaid volunteer activities for community organizations unrelated to Questar III.
- C. Employees shall not hold themselves out as representatives of Questar III while performing outside work.
- D. Employees shall not engage in outside work that is in competition with services provided by Questar III (e.g. internal auditing for school districts).
- E. Outside work is not within the scope of employment by Questar III. Workers compensation, liability coverage, and defense and indemnity will not be provided by Questar III relating to outside work.
- F. Employees shall not utilize any materials created by Questar III or owned by Questar III (including but not limited to reports, case studies, databases) to perform outside work.

III. Transportation of Pupils and Respite Services

Employees who provide respite or other services to Questar III students or other children are performing such services outside of their scope of employment with Questar III. They will not be covered by workers compensation, liability insurance, or defense and indemnity through Questar III for such activities.

In accordance with board policies and, where applicable, collective bargaining agreements, employees shall not transport pupils in their private vehicles. If an

employee provides respite services to Questar III students or other children, such employee shall not use Questar III equipment, facilities or Questar III work time to provide such outside consulting or employment. Questar III employees shall advise parents that respite care is provided privately and is not provided through Questar III.

IV. Outside work for non-represented employees

Full time, twelve-month Questar III employees who are not represented by a bargaining organization will file an initial statement regarding any outside work the employee intends to undertake. Additionally, all such full-time, twelve-month Questar III employees who are not represented by a bargaining unit will annually file a statement of outside work with the Director of Human Resources regarding whether the employee engages in outside work. Outside work will be subject to review and approval of the District Superintendent in accordance with regulations to be established by the District Superintendent or his/her designee.

ADOPTED: 07/10/14

OUTSIDE WORK
ADMINISTRATIVE REGULATIONS

1. Full time employees not represented by a bargaining unit shall file an initial statement of outside work (Statement of Outside Work Form) with the Director of Human Resources before engaging in such work.
2. All full time employees not represented by a bargaining unit shall annually file a statement of outside work (Statement of Outside Work Form) with the Director of Human Resources.
3. No later than September 1 of each year, the Director of Human Resources will email a notice to full-time employees not represented by a bargaining unit reminding of the requirement to file a Statement of Outside Work Form. Such employees shall file such Form with the Director of Human Resources no later than October 1 of each year.
4. New employees will be expected to file a Statement of Outside Work Form upon, and as a condition of, being hired.
5. Outside work is subject to approval from the District Superintendent in accordance with board policy. The Director of Human Resources will, in consultation with the School Attorney and administrators, make a recommendation to the District Superintendent regarding disposition of the request.
6. In the event outside work is not approved, the employee is expected to not engage in such work or, where applicable, to discontinue the work within a reasonable time period and to provide an updated Statement of Outside Work form to the Director of Human Resources upon such discontinuance.

STATEMENT OF OUTSIDE WORK FORM

- Annual Statement to be submitted by October 1, _____
- Initial Statement of Outside Work to be submitted prior to commencing work

Name of employee: _____

Position: _____

Please check as applicable:

- I do not engage in other employment or undertake work on a contract basis.
- I do engage in other employment or undertake work on a contract basis as follows: *(describe outside work and time commitments)*

I have read board policy 5-130 Outside Work Policy. I understand and acknowledge that as public employees with Questar III it is important that such outside work not conflict with or create the perception that it conflicts with responsibilities as Questar III employees. I attest that to the best of my knowledge the above information is accurate and contains no false statements or information and I also understand that this Statement will be filed with Questar III.

Signed: _____ Date: _____

<input type="checkbox"/> Reviewed by Director of Human Resources: _____ <input type="checkbox"/> Referred to _____ <input type="checkbox"/> Approved by District Superintendent _____ <small>Statement of Outside Work Form April 2014</small>
