

Procedure Title:

EMPLOYMENT**PROCEDURE NUMBER: 1-1-0**

Policy Title:

OUTSIDE EMPLOYMENT

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Employees may hold outside jobs as long as they meet the performance standards of their job with Keystone. All employees will be judged by the same performance standards and will be subject to Keystone's scheduling demands, regardless of any existing outside work requirements.
2. If Keystone determines that an employee's outside work interferes with performance or the ability to meet the requirements of Keystone as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Keystone.
3. Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside Keystone for materials produced or services rendered while performing their job.
4. Any employee wishing to accept an outside position must notify their supervisor in writing and receive approval prior to accepting the employment.

NOTES: