

## **SECONDARY EMPLOYMENT**

### **POLICY**

- 1.0 The Halifax Regional School Board believes the first employment commitment of an employee is to the primary employer.

#### **DEFINITION**

Secondary Employment: Employment with an employer other than Halifax Regional School Board, including self-employment.

## **SECONDARY EMPLOYMENT**

### **PROCEDURES**

#### **GUIDELINES**

- 1.0 As a general rule, no employee may engage in secondary employment, including self-employment, or a business undertaking as an employee or shareholder where the outside employment:
  - 1.1 Creates documented evidence that the outside employment interferes with, impacts or affects the performance of duties in Halifax Regional School Board employment.
  - 1.2 Is in conflict or competition with the function in which the individual is employed by Halifax Regional School Board.
  - 1.3 Is performed in such a way as to appear to be an official act, or to represent Halifax Regional School Board opinion.
  - 1.4 involves performance of work which must be inspected or approved by another Halifax Regional School Board employee where a conflict of interest or preferential treatment may exist.
  - 1.5 Directly results in any matter contributing to a proposal or contract which may require Halifax Regional School Board consideration or approval whether of a financial nature or otherwise.
  - 1.6 In any way creates a conflict of interest with the operations and services provided by the Halifax Regional School Board except when full disclosure has been made and written approval is proved by the Board.
- 2.0 All Halifax Regional School Board employees who engage in secondary employment shall:
  - 2.1 Conduct themselves in such a manner that there will be no ethical or legal conflict of interest.
  - 2.2 Disclose to the Director, Human Resource Services any secondary employment, business, commercial or financial interest which may give rise to a reasonable apprehension of conflict or bias in connection with the exercise of their official duties or the operations and services provided by the Halifax

Regional School Board, and shall maintain such information current during their period of employment.

- 3.0 The Halifax Regional School Board may require that an employee involved in secondary employment make it known, in writing, to the secondary employer that service is provided on a personal basis only and is in no way authorized, endorsed or supported by Halifax Regional School Board. A copy of notification will be provided to the Halifax Regional School Board.
  - 3.1 Inquiries and concerns regarding this policy are to be directed to the Director, Human Resource Services.
  - 3.2 Employees are encouraged to seek the guidance of the Director, Human Resource Services to ascertain if they are in violation of this policy.