

Grant County Fire Protection District 3

POLICY AND PROCEDURE

1. NUMBER: 4.5.2
2. SUBJECT: ***Outside Employment and Conflicts of Interest***
3. POLICY: This Policy and Procedure is designed to protect the best interests of the District, while allowing flexibility for its employees and personnel individual liberty in their personal time.
4. SCOPE: This Policy and Procedure is applicable to all career personnel of Grant County Fire District 3.
5. RESPONSIBILITIES:
 - A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is followed.
 - B. All career personnel are responsible for following this Policy and Procedure.
6. PROCEDURE:
 - A. Employees shall not, directly or indirectly, engage in any outside employment or financial interest which may conflict, in the District's opinion, with the best interests of the District or interfere with the career employee's ability to perform his/her assigned district job. Examples include, but are not limited to, outside employment which:
 1. Prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the full-time employee's job.
 2. Is conducted during the full-time employees work hours.
 3. Utilizes District telephones, computers, supplies, or any other resources, facilities, vehicles or equipment.
 4. Is with a firm which has contracts with or does business with the District.
 5. May reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.
 - B. An employee who chooses to have an additional job, contractual commitment or self-employment, may do so provided they obtain prior approval from the District Fire Chief.