


Category:	Human Resource Administration	INCA Community Services Personnel Policy 
Sub Category:	Services	
Effective Date:		
Revised Date:	7/2016	
Forms:	Outside Employment Form	
Responsible: Employee, Supervisor		

Outside Employment Policy

Purpose/Introduction

INCA Community Services, Inc. is a Community Action Agency committed to operating quality programs within our service area. We require the full attention and efforts of our employees to our purpose. The agency focuses on value, purpose and our mission and neither endorses nor precludes employee's seeking employment outside their positions within INCA.

Policy

Full time employees will be expected to meet his/her job performance standards established by the agency and will be subject to INCA's work and scheduling demands, regardless of any other outside work requirements; including those which take place outside the regular work schedule.

Any employee holding a job with another organization or company must demonstrate satisfactory performance in his or her job position. Scheduling and other arrangements are to be made at the discretion of the immediate supervisor. No outside employment shall commence during the regular or assigned working hours unless annual leave or leave without pay is taken.

No information regarding INCA may be shared with an outside source and all conflict of interest, confidentiality, and other INCA policies remain intact.

Guidelines

- All employees are required to notify their supervisor of any employment outside the agency.
- The request for outside employment form must be completed and signed by the employee, approved by the designated supervisor and program director before employment with an outside company/agency begins.
- If it is determined that an employee's outside work interferes with his/her job performance or the ability to meet the requirements of INCA at any time, the employee may be asked to terminate the outside employment if he/she wishes to remain employed with INCA.
- If an employee's outside employment presents a conflict of interest with INCA, as defined in the Conflict of Interest Policy, or if such outside employment has any potential for negative impact on INCA, the employee will be asked to terminate the outside employment.
- A refusal to comply with INCA's reasonable request to terminate outside employment may result in immediate termination of employment with INCA.

Documentation Required

Outside employment request form signed by employee, designated supervisor and program director.

Dissemination of Policy

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.