

P. OUTSIDE EMPLOYMENT

DEFINITIONS

For the purposes of this policy “outside employment” is when a current Port employee, directly or indirectly, pursues a financial interest by engaging in self-employment or entering an employment contract with a third-party other than the Port. In an approved “outside employment” activity the individual is NOT under the liability umbrella of the Port nor does the employee qualify for workers compensation benefits for accidents occurring during “outside employment” activities.

For the purposes of this policy “outside employment” shall be differentiated from “special detail employment” which is when an employee voluntarily accepts a paid assignment through the Port to conduct duties separate from their regular job. This “special detail employment” is separately billed by the Port and may or may not include billing for Port owned equipment (vehicle, vessel, etc.) used in the detail. In a “special detail employment” assignment the employee is under the direction and liability umbrella of the Port.

GUIDELINES

Employees may not engage in any “outside employment” as defined in this policy or financial interest which may conflict, in the Port’s opinion, with the best interests of the Port or interfere with the employee’s ability to perform his/her assigned Port job. Examples include, but are not limited to outside employment which:

1. contributes to poor performance, absenteeism, or tardiness;
2. is conducted during the employee’s scheduled work day;
3. 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 employee’s job;
4. occurs during the same time that the employee is on paid sick leave or paid on-call;
5. utilizes Port-owned telephones, computers, supplies, facilities, equipment, badges, commissions, or any other Port-owned resource;
6. is employment with a firm which has contracts with or does business with the Port (*This is the policy of the GLPC. As with other policies, it is not a substitute for any State or Federal Law applicable to employees of the GLPC specifically including, but not limited to, those State Laws regarding ethics and dual office holding. Such State and Federal Laws should be observed at all times as a GLPC employee*);
7. may reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.

An employee who chooses to pursue “outside employment” as defined in this policy may do so provided, he/she obtains prior approval from the Port’s Executive Director.

AGAIN, in an approved “outside employment” activity the individual is NOT under the liability umbrella of the Port nor does the employee qualify for workers compensation benefits for accidents occurring during “outside employment” activities.

Any employee engaged in “outside employment” which conflicts with the requirements of this policy may be required to resign from such “outside employment” or be terminated if the employee refuses to resign.

Any already approved “outside employment” that could potentially interfere with call-out or employee’s job performance needs to immediately be reported to the employee’s director in charge.