

## SECONDARY EMPLOYMENT POLICY

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#### 1.0 PRINCIPLES

- 1.1 The Halifax Regional School Board believes that an employee should not be employed with another employer where that role is in conflict with the employee's employment commitment to the Halifax Regional School Board.
- 1.2 The Halifax Regional School Board believes that where there is a conflict or reasonable apprehension of conflict between an employee's employment with another employer and the employee's employment commitment to the Halifax Regional School Board, the employee must disclose that conflict.
- 1.3 Employment with another employer that may be in conflict includes any employment other than with the Halifax Regional School Board, including self-employment or a business undertaking as an employee or shareholder, or other business, commercial or financial interest.

#### 2.0 POLICY FRAMEWORK

- 2.1 The Halifax Regional School Board is committed to ensuring that this policy is in accordance with the following act and policy:
  - 2.1.1 *Nova Scotia Education Act*
  - 2.1.2 *D.006 Progressive Discipline Policy*

#### 3.0 AUTHORIZATION

- 3.1 The Superintendent is authorized to develop and implement procedures in

support of this policy.

#### **4.0 POLICY REVIEW**

4.1 This policy will be reviewed every five years or on an as needed basis.

# **SECONDARY EMPLOYMENT**

## **PROCEDURES**

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#### **1.0 GUIDELINES**

#### **APPENDIX**

##### **A. DISCLOSURE OF SECONDARY EMPLOYMENT FORM**

#### **1.0 GUIDELINES**

- 1.1. As a general rule, no employee may engage in employment with an employer other than the Halifax Regional Centre for Education where employment with another employer:
  - 1.1.1 Interferes with, impacts or affects the performance of the employee's duties, including regular attendance, with the Halifax Regional Centre for Education;
  - 1.1.2 Is in conflict or competition with the function in which the individual is employed by Halifax Regional Centre for Education;
  - 1.1.3 Is performed in such a way as to appear to be an official act, or to represent Halifax Regional Centre for Education opinion;
  - 1.1.4 Directly results in any matter contributing to a proposal or contract that may require Halifax Regional Centre for Education consideration or approval whether of a financial nature or otherwise;
  - 1.1.5 Involves the provision of services (such as tutoring) to a student(s) attending the same school at which the employee performs similar duties in their function as an employee of the Halifax Regional Centre for Education;
  - 1.1.6 In any way enhances or increases the likelihood of increased revenue or profit through the other employer. This would, for example, prohibit the selling, promoting, or advertising of products or services in the workplace or to co-workers or students;
  - 1.1.7 In any way creates a conflict of interest with the operations and services provided by the Halifax Regional Centre for Education except

when full disclosure has been made and written approval is provided by the Director, Human Resource Services.

- 1.2 All Halifax Regional Centre for Education employees who engage in employment with another employer shall:
  - 1.2.1 Conduct themselves in such a manner that there will be no ethical, financial, or legal conflict of interest;
  - 1.2.2 With the exception of employees of the Excel program, employees must disclose to the Director, Human Resource Services any employment with another employer that may give rise to a conflict or a reasonable apprehension of conflict pursuant to 1.0 of these Procedures. A copy of the attached Disclosure of Secondary Employment form (Appendix A) must be completed and submitted to the Director, Human Resource Services;
  - 1.2.3 For employees of the Excel program, such disclosure must be directed to the Coordinator, Excel. A copy of the attached Declaration of Other Employment (Appendix B) must be completed and submitted to the Coordinator, Excel.
- 1.3 Upon request by the Director, Human Resource Services, an employee who is on sick leave, in receipt of Workers' Compensation benefits, Injury on Duty or long-term disability, or absent from the workplace for other reasons, shall submit a Disclosure of Secondary Employment form (Appendix A). Failure to do so may result in disciplinary action.
- 1.4 The Halifax Regional Centre for Education requires that an employee involved in other employment make it known, in writing, to the other employer that service is provided on a personal basis only and is in no way authorized, endorsed or supported by Halifax Regional Centre for Education. A copy of notification will be provided to the Halifax Regional Centre for Education.
- 1.5 Inquiries and concerns regarding this policy and procedures are to be directed to the Director, Human Resource Services.
- 1.6 Employees are encouraged to seek the guidance of the Director, Human Resource Services to ascertain if they are in violation of this policy.
- 1.7 Where it is determined that there is no avoidable conflict, the Halifax Regional Centre for Education may require the employee to resign her/his employment with one of the employers.

<b>APPENDIX A: Disclosure of Secondary Employment</b>	
<b>TO BE COMPLETED BY EMPLOYEE</b>	
Name:	Employee No.:
Position at time of disclosure:	School/Department at time of disclosure:
Name of immediate supervisor:	If on leave, type and duration of leave:
<b>DETAILS OF SECONDARY EMPLOYMENT (PROPOSED OR ONGOING):</b>	
Name of other employer or business activity:	
Location of other employment:	
End date (if applicable):	
Hours/days worked per week:	
Description of duties/terms of activity (attach details if insufficient space below):	
Please explain any potential conflict of interest pursuant to section 1.0 of the Procedures:	
I acknowledge that I have read the Halifax Regional Centre for Education's Secondary Employment Policy & Procedures and that this request is not in breach of these documents. I hereby certify that the other employment I wish to undertake is not contrary to the guidelines contained in section 1.0 of the Secondary Employment Procedures:	
Signature:	Date:
Please return completed form to: HR Director, HR Services Halifax Regional Centre for Education 33 Spectacle Lake Dr, B3B 1X7 Fax: 464-2316	
<b>TO BE COMPLETED BY DIRECTOR, HUMAN RESOURCE SERVICES</b>	
I have reviewed the information provided in this Form and find that there is no secondary employment conflict.	
Signature :	Date:

cc: Personal/Personnel File



**APPENDIX B: Declaration of Other Employment**

<b>TO BE COMPLETED BY EMPLOYEE</b>	
Name:	Employee No.:
Position at time of declaration:	EXCEL Location:
<b>DETAILS OF OTHER EMPLOYMENT</b>	
Title of other position(s):	
Location(s) of other position(s):	
End date (if applicable):	
Hours/days worked per week in other position(s):	
I understand that employment with the EXCEL Program requires timely and regular attendance at all scheduled shifts, staff meetings, and applicable training sessions. I confirm that my other employment, as declared above, will not interfere with, impact or affect the performance of my duties with the EXCEL Program.	
Employee Signature:	Date:
If you are unable to confirm that your other employment will not interfere with, impact or affect the performance of your duties with the EXCEL Program, please indicate below any conflicts that may arise.	
The Recreation Programmer for your school will contact you to discuss options for resolving the conflicts identified above.	
<b>REVIEWED AND DISCUSSED WITH EMPLOYEE:</b>	
Recreation Programmer Name:	Date:
Options Discussed:	
<b>PLEASE RETURN COMPLETED FORM TO:</b>	
Roxanne Manning, Coordinator, EXCEL Halifax Regional Centre for Education 25 Alfred Street, B3A 4E8 Email: <a href="mailto:manningr@hrce.ca">manningr@hrce.ca</a>	
<b>RECEIVED BY EXCEL COORDINATOR :</b>	
Name:	Date: