

7.29 Outside Employment

The District has no objection to employees holding another job provided such other employment does not negatively impact the employee's duties and job performance standards of the District or create a conflict of interest. Prior to acceptance of other employment, the employee shall notify their supervisors of their decision to work other jobs. Outside work shall not interfere with District employment, the required job duties, or the work hours assigned.

The employee will fill out an Outside Employment form and submit it to their supervisor for approval. Once approved, the form will send to the Superintendent for approval. The form will be kept on file in the HR Office.

The supervisor will confirm the outside employment hours with the secondary employer and monitor the employee's performance. The supervisor may rescind the approval if the secondary employment interferes with the employee's work.

Employees who do not submit a request for outside employment will be given 30 days to comply.

First Read: March 9, 2023

Second Read: March 23, 2023

Third and Final Approval: April 13, 2023

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Outside Employment Form

Name:		Date:	
School/Location:		Position:	
Request for Outside Employment			
Type of Employment:			
Employer Name and Phone Number:			
Hours/Days:			
Job Description:			
Employee Assurance Statement			
<input type="checkbox"/> My signature below confirms that my outside employment will not interfere with my position in the Oglala Lakota County School District.			
<input type="checkbox"/> My signature below allows OLCSD to contact the employer to verify employee days/hours.			
Employee Signature:		Date:	
Supervisor Signature:		Date:	
Superintendent Signature:		Date:	