


LAPEER COUNTY COMMUNITY MENTAL HEALTH

Date Issued 03/21/2006

Date Revised 03/20/12, 12/12/17; 10/11/2021

CHAPTER Human Resources	CHAPTER 05	SECTION 001	SUBJECT 105
SECTION Personnel		DESCRIPTION Supplemental Employment	
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APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input type="checkbox"/> Independent Contractors	<input type="checkbox"/> Students	<input type="checkbox"/> Interns
<input type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) employees will not participate in supplemental employment which represents a conflict of interest with their LCCMH job duties or violation of the LCCMH Code of Ethics (Form #170b).

STANDARDS:

- A. Supplemental employment will not conflict with the employee's hours of LCCMH employment.
- B. Supplemental employment will not involve the use of LCCMH or County-owned equipment, materials, or facilities.
- C. Employees who violate the supplemental employment policy will be subject to disciplinary action, up to and including termination.

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PROCEDURES:

- A. Employees considering supplemental employment which might be a potential conflict of interest will provide Human Resources (HR) Manager with a written request and description of this employment, including anticipated hours and duties.
- B. The HR Manager will review and forward this information to the Chief Executive Officer (CEO) for review.
- C. The CEO will provide a written notice to the employee regarding authorization for this request for supplemental employment.
- D. A copy of the written request and written notice from the CEO regarding authorization will be placed in the employee's personnel file.

DEFINITIONS:

Employees: Full and part-time regular staff of LCCMH.

Supplemental Employment: Self-employment or work for an employer other than LCCMH.

REFERENCES:

LCCMH Code of Ethics and Professional Conduct Form #170b

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This policy supersedes
#03/06021 dated 03/21/2006.
