

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

POLICY:

Lapeer County Community Mental Health (LCCMH) staff do 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 does not conflict with the staff's LCCMH scheduled hours.
- B. Supplemental employment does not involve the use of LCCMH or County-owned equipment, materials, or facilities.
- C. Staff who violate the supplemental employment policy will be subject to disciplinary action, up to and including termination.

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PROCEDURES:

- A. Staff considering supplemental employment which might be a potential conflict of interest complete LCCMH Form #422 Supplemental Employment Disclosure and submit to Human Resources (HR).
- B. Applicants complete LCCMH Form #422 Supplemental Employment Disclosure during the job offer process, when applicable.
- C. The HR Supervisor reviews the form and forwards it to the Chief Executive Officer (CEO), Recipient Rights Officer, and Corporate Compliance Officer for review and discussion.
 - 1. If no conflict of interest is found, all parties sign off on LCCMH Form #422 Supplemental Employment Disclosure.
 - 2. If a conflict of interest is found, the group decides on mitigation strategies for the employee or denies supplemental employment. Mitigation strategies are documented and communicated to the employee as conditions of approval. The CEO has the ultimate authority over such decisions.
 - 3. The decision is documented in the employee's LCCMH 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
LCCMH Form #422 Supplemental Employment Disclosure

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