

POLICY AND PROCEDURE

SUBJECT/TITLE:	Appendix A.13 Moonlighting Policy and Procedure
SCOPE:	Columbus Public Health, All Staff
CONTACT PERSON & DIVISION:	Kevin G. Williams – Administration/Human Resources
ORIGINAL DATE ADOPTED:	12/31/2010
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PURPOSE

The intent of this document is to cover instances where Columbus Public Health (CPH) employees hold positions of employment outside of their CPH employment.

POLICY

CPH considers itself the primary employer in instances where CPH employees hold positions of employment outside of their CPH employment.

BACKGROUND

N/A

GLOSSARY OF TERMS

N/A

PROCEDURES & STANDARD OPERATING GUIDELINES

- I. The following are items to be aware of when holding employment outside of CPH.
 - A. Any negative affects (e.g., absenteeism, loss of productivity, refusal of mandatory overtime, etc.) that CPH concludes has resulted from the outside employment may result in progressive discipline, up to and including termination.
 - B. Please also be reminded that under [Ohio Ethics Laws](#), employees are prohibited from conduct that conflicts with their public employment.
 - C. Employees shall not use CPH owned equipment for employment outside of CPH employment purposes.
 - D. If the secondary employment appears to create a conflict of interest, the employee may be required to discontinue that employment. In cases where a conflict of interest is questionable, an employee must disclose the situation to the appropriate Administrator to obtain a determination from the appropriate resource whether the secondary employment does or does not conflict with his/her employment with CPH.

CITATIONS

N/A

CONTRIBUTORS

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APPENDICES

N/A

REFERENCE FORMS

N/A

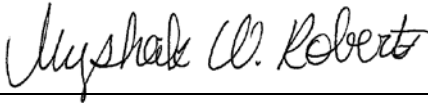
SIGNATURES

I have reviewed this document and endorse it as an official CPH Policy and Procedure:



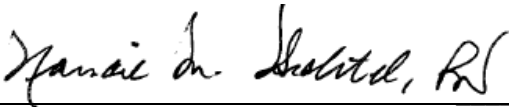
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11 / 30 / 2018
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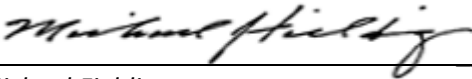
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