Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.3.02

2. SUBJECT: ***Outside Employment and Conflicts of Interest***

3. POLICY: This Policy and Procedure is designed to protect the best interests of the District, while allowing flexibility for its employees and personnel individual liberty in their personal time. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to all career personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.
   B. All personnel are responsible for complying with this Policy and Procedure.

6. PROCEDURE:

   A. Employees shall not engage in any outside employment or financial interests, whether directly or indirectly, that may conflict with the District's best interests or hinder their ability to fulfill their assigned duties. This includes, but is not limited to, outside employment that:

      1. Prevents employees from being available for work outside of regular hours, including emergencies or busy periods, when such availability is part of their full-time responsibilities.
      2. Occurs during the regular work hours of full-time employees.
      3. Involves the use of District resources such as telephones, computers, supplies, facilities, vehicles, or equipment.
      4. Involves a company that has contracts with or conducts business with the District.
      5. Could reasonably be seen by the public as a conflict of interest or could otherwise compromise the integrity of public service.

   B. An employee who wants to take on an additional job, enter into a contractual agreement, or engage in self-employment must first obtain approval from the District Fire Chief.