

POLICY

The Poverello Center, Inc. reserves the right to ensure that employee's work outside the center does not interfere with the employee's performance of program-related duties and responsibilities, including outside employment that constitutes a real or apparent conflict of interest.

PROCEDURE

I. Staff employed by the Poverello Center, Inc. shall request permission in writing to their assigned manager to engage in paid work outside the center. The written request to work outside the center shall include: Name of the employer, nature of the work performed, hours of scheduled work.

II. If at any time, the outside work changes from that originally requested, the employee shall create a new request with the change information clearly documented to the manager and the manager shall evaluate the request as a new request.

III. Managers who receive such requests shall evaluate whether the work performed outside the center constitutes either:

- A. An interference with employees' performance of program related duties or
- B. A real or apparent conflict of interest with assigned duties at Poverello.

If neither is evident, then the manager shall have the authority to approve the outside work as documented on the written request.

IV. The approval or denial shall be entered into the employee's work record.

Approvals:

Signature:  Date: 6/2/19
Thomas S. Pietrogallo, MSW/LCSW, MBA
Chief Executive Officer

BOD Approved Date: 06.22.2016

Date Established: 06.22.2016

Date Revised/Reviewed: 06.22.2016; 07.08.2017; 06.02.2019