

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY 4113.12 and 4213.12, EXHIBIT A
(Revised 9/19/16)

OUTSIDE EMPLOYMENT APPROVAL REQUEST FORM

In compliance with the Ventura County Office of Education Superintendent Policy 4113.12 and 4213.12, an employee soon to accept or acknowledging outside employment shall file a written disclosure statement with his/her immediate supervisor, describing the nature of the employment and the time required. The Superintendent Policy entitled Outside Employment and Scheduling, states the Ventura County Office of Education's considerations for any outside employment.

Employee:

Position/Title:

Supervisor:

Work Location:

Regularly Scheduled Workdays each Week:

Regularly Scheduled Hours: from: to:

Phone Number:

Non-VCOE Employment

☐

Self-Employed

☐

Employed by Other Employer/Organization/College or University

1) Employer: _____

2) Employer: _____

For either category of Non-VCOE Employment, please provide your job description/duties:

Days/Hours of employment:

Please initial each statement below to acknowledge that the VCOE Superintendent Policy outlines the following:

- ☐ A VCOE employee shall not make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest.
- ☐ A VCOE employee shall not perform any work, service, or counsel for outside agencies during the employee's normal VCOE working hours except when the employee is in unpaid status or during supervisor-approved vacation. (The employee will not leave his/her VCOE position early nor call in sick or take personal leave days in order to work elsewhere).
- ☐ A VCOE employee shall not be employed by outside agencies to perform substantially similar duties or carry out substantially similar responsibilities as he/she does for VCOE unless described specifically to the supervisor and approved by the supervisor.
- ☐ A VCOE employee shall not utilize VCOE resources (i.e. equipment, materials and supplies) for outside employment or personal use; a VCOE employee shall not utilize the prestige or influence of VCOE for private gain.

Please provide any explanatory information in regard to the four stipulations above if needed, by using the space below or attaching an additional sheet to this form. Please be advised that your supervisor and/or Director of Human Resources may contact you if additional information is needed to clarify your statements.

Additional Comments:

I hereby acknowledge that all statements made in this approval request form are true and complete to the best of my knowledge. I acknowledge that I have read and understand the Ventura County Office of Education's Outside Employment and Scheduling policy, and have made all necessary disclosures. I understand that any false statement or relevant omissions may constitute grounds for disciplinary actions, up to and including termination of employment.

Employee Signature

Date

REVIEW OF OUTSIDE EMPLOYMENT APPROVAL REQUEST FORM

Employee Name: _____

Immediate Supervisor or Department Head: As a supervisor, your obligation and the duty of the employee disclosing the outside arrangement are first and foremost to the Ventura County Office of Education and the successful accomplishment of its mission. It is part of your supervisory responsibilities to monitor the employee's compliance with applicable policies, ethics laws, and regulations.

Consider the following when reviewing this disclosure of Non-VCOE Employment:

An outside activity shall be considered inconsistent, incompatible, or inimical to VCOE employment when such activity: (Government Code 1126 & 87100)

1. Requires time periods that interfere with the proper, efficient discharge of the employee's duties
2. Entails compensation from an outside source for activities which are part of the employee's regular duties
3. Involves using the VCOE's name, prestige, time, facilities, equipment, or supplies for outside employment or personal use.
4. Involves service which will be wholly or in part subject to the approval or control of another VCOE employee.

A VCOE employee shall not accept any compensation or other benefit for educational services to a student enrolled in VCOE schools, without explicit authorization from the Superintendent or designee. An employee who wishes to provide such services to another county shall first request authorization from his/her supervisor in accordance with the Ventura County Office of Education Superintendent Policy. If authorization is granted, the employee shall not use VCOE's name, prestige, time, facilities, equipment, or supplies when providing the educational service.

In your opinion, does the information disclosed represent a conflict of interest with the Ventura County Office of Education's responsibilities or activities?

Yes ☐ Date: _____ Initials: _____ No ☐ Date: _____ Initials: _____ Unsure ☐ Date: _____ Initials: _____

If YES or UNSURE, describe the conflict(s) or potential conflict(s) and your initial recommendations for resolving or monitoring it below (or attach a separate document).

Department Head/Site Administrator Authorization

Print Name

Date

Employee Name: _____

Administration Comments, describe modifications agreed to by the employee to ameliorate the conflict(s) or potential conflict(s) below (or attach a separate document).

_____ Department Head	_____ Print Name	_____ Date	Approved	<input type="checkbox"/>
			Not Approved	<input type="checkbox"/>
_____ Cabinet Level Authorization	_____ Print Name	_____ Date	Approved	<input type="checkbox"/>
			Not Approved	<input type="checkbox"/>
_____ Superintendent or Designee Authorization	_____ Print Name	_____ Date	Approved	<input type="checkbox"/>
			Not Approved	<input type="checkbox"/>

FORWARD SIGNED FORM TO THE DIRECTOR OF HUMAN RESOURCES

Employee Name: _____

Director of Human Resources: Review the employee's answers and the supervisor's evaluation. Indicate whether the activity falls within the VCOE guidelines and policies. Explain any conflicts or concerns in the space below, and describe any actions deemed necessary to ensure compliance with applicable policies and ethics laws.

- ☐ Non-VCOE employment appears to meet VCOE policy and guidelines.
- ☐ Non-VCOE employment may meet VCOE policy and guidelines subject to conditions or additional information as noted or requested in the Comments section below or on the Supervisor's form.
- ☐ Non-VCOE employment does not meet VCOE policy and guidelines and employee may face consequences if disclosed employment continues without as described.

Comments:

Human Resources Director Signature

Print Name

Date