



13.11 OUTSIDE EMPLOYMENT

LADD reserves the right to restrict outside employment that creates a real or potential conflict of interest.

Outside employment will be restricted in those situations in which the outside employment competes directly with LADD's interest in providing quality care to people supported; where the other employment is a competitor of LADD or when the employee cannot meet the essential functions of their job due to a conflict in schedules between jobs.

LADD has no objection to employees holding another job as long as they can meet the performance standards for their job. LADD should be notified of the decision to work a second job. If an individual's work performance is affected, LADD may ask the employee to decide between jobs.

Due to the 24-hour on-call job essential required by Management, outside employment will be reviewed to ensure that all aspects of the Job Description/Essentials can be fulfilled. Management is required to submit their written request to their immediate Director.

Employees are not permitted to reveal what they learn regarding techniques, policy, programs, and people supported or employment specific issues related to LADD; this violates HIPAA Laws, and company policy.

No employee shall accept or engage in any activity, business or employment, either during or after working hours that conflict with LADD interest or diminish the ability of the employee to render their full, undivided support during their work time while at LADD.

LADD assumes no responsibility for outside employment. Injuries incurred during outside employment are not covered by LADD's worker's compensation insurance.

LADD
WE MAKE THE DIFFERENCE