

# **PROTOCOL FOR EMPLOYEES WORKING PART-TIME AND/OR TEMPORARILY FOR, OR PROVIDING CONSULTANCY TO, OTHER BODIES OR COUNCILS**

During contracted work time all employees of the Council are expected to devote their time and efforts exclusively to the work of the Council.

## **1. Release for Outside Work While Employed by the Council**

Where an employee wishes to be released temporarily from his/her duties in order to take up work or consultancy with another Council or body, the employee must:

- (a) consult his/her Director or named manager;
- (b) ensure that the outside work does not conflict with the Council's interests or policies and is not likely to bring the Council into disrepute;
- (c) ensure that the work undertaken will not place risks or workloads on himself/herself so as to cause him/her to be unfit for his/her normal work for the Council.

When a Director or named manager receives a request for an employee to be released he/she has the authority to agree the release in accordance with the Council's time-off policies but must ensure that:

- (d) the employee has fulfilled his/her obligations under paragraph 2 above;
- (e) the Council's services do not suffer detriment as a result;
- (f) any loss or cost to the Council is reimbursed;
- (g) Council facilities or records are only used where explicitly agreed and where there is no cost, risk or loss of efficiency or security to the Council;
- (h) the details relating to the agreement for release are set down in writing for information of all relevant parties.

## **2. Second Jobs**

Where a Council employee takes a second job with another employer while still employed by the Council, the following shall apply:

- (a) All full-time and some part-time employees must consult their Director or named manager before taking up additional employment.
- (b) Employees should notify their manager of all additional employment to ensure that the health and safety of the employee is not jeopardised.

- (c) All employees should be clear about their contractual obligations and should not take outside employment which conflicts with the interests of the Council.
- (d) Council time and facilities must not be used in pursuance of additional employment.

### **3. Special Cases**

- a) In certain areas of employment special arrangements may be required. Directors will ensure that employees are fully informed as appropriate and will communicate special requirements clearly to employees who are affected.
- b) In the case of a Director of the Council, a written request should be made to the Head of Paid Service who will fulfil the necessary checks and decide upon release after consultation with the appropriate member(s) of the Council's Cabinet.
- c) In the case of the Head of Paid Service of the Council, he/she will make a request for release in writing to the Leader of the Council for decision.