

Other Employment Policy



RATIONALE:

Department of Education employees may engage in other employment where the activity does not conflict with their role as a public sector employee or could involve a conflict of interest. Other employment includes a second job, conducting a business, trade or profession, or active involvement with other organisations (paid employment or voluntary work).

Full time employees require express permission to engage in any paid employment outside the Department or engage in the conduct of a business, profession or trade. Part time and School Council employees may not engage in paid employment outside the Department or in the conduct of a business, profession or trade that conflicts with the proper performance of the employee's duties. This policy sets out the processes by which Ballarat High School staff will meet these requirements.

IMPLEMENTATION:

- Ballarat High School will maintain an Other Employment Register (OER).
- The OER will be maintained by the Personnel Manager.
- Access to the OER will be restricted to the Principal, Personnel Manager, Business Manager and Associate Principal – School Improvement.
- All full time staff seeking to engage in other paid employment outside of the Department of Education and Training (DET) must seek explicit approval for that employment from the Principal utilising the Other Employment Declaration and Approval form (OEDA)
- All full time staff seeking to engage in other paid employment outside of DET during a period of leave must seek explicit approval for that employment from the Principal utilising the Other Employment Declaration and Approval form (OEDA).
- All part time staff must ensure that other paid employment outside of the Department of Education and Training does not conflict with the proper performance of their duties, including identifying any conflict of interest risk. They must complete the Other Employment Declaration and Approval form (OEDA) stating details of the employment and stating that no conflict of interest exists.
- All School Council employees must ensure that other paid employment outside of the Department of Education and Training does not conflict with the proper performance of their duties, including identifying any conflict of interest risk. They must complete the Other Employment Declaration and Approval form (OEDA) stating details of the employment and stating that no conflict of interest exists.
- The Principal will consider all applications for approval of Other Employment and will approve employment where appropriate.
- If employment is not approved, staff are able to lodge a written appeal of the decision with the Principal.
- If employment is still not approved, staff may have access to appeal through the Merit Protection Board.
- If there is a material change in the details of the approved employment, staff need to notify the Personnel Manager who will make changes to the Register/pass the details onto the Principal for reapproval if necessary.
- A copy of the OEDA will be filed in the staff member's Personnel file and a copy will be provided to the staff member.
- Applications need to be renewed on an annual basis. Annual renewals will be completed at the beginning of term 3 each year. All staff engaged in other employment will need to submit a new OEDA at that time.
- Staff who seek to engage in employment outside of the annual renewal process, must complete a OEDA and submit to the Personnel Manager prior to undertaking the employment.

APPROVAL:

This policy was approved by School Council on the 19th of August, 2015

EVALUATION:

This policy will be reviewed as part of the school's four-year review cycle.