

Policy No. HR -401

Outside Employment

Applies to: All employees of the Eastern Washington State Historical Society (EWSHS)

References that apply to this policy: Listed below are some, but not all, applicable governing requirements. Note: Laws and rules may change over time and such changes may take precedence over this policy.

- Chapter 42.52 RCW, Ethics in Public Service
- RCW 42.52.020, Activities incompatible with public duties
- RCW 42.52.040, Assisting in transactions
- RCW 42.52.050, Confidential information
- RCW 42.52.120, Compensation for outside activities
- WAC 292-110-060, Current state officers and employees contracting with state agencies

Effective date: November 5, 2025

History: This policy updates HR-401, updated and approved on May 6, 2020 and previously reviewed on February 1, 2017. HR-401 replaced previous version HR Policy BP#121, originally enacted in January of 2013.

Approved by: EWSHS Board of Trustees

Purpose

To clarify the parameters of employee outside employment (employment outside of EWSHS).

Note: All employees remain individually responsible for compliance with the State Ethics Law, Chapter 42.52 RCW, which is enforced by the Washington State Executive Ethics Board.

Definitions

Conflict of Interest: Any instance when an employee's actions, decisions, recommendations, or activities outside the agency influence, potentially influence, or have the appearance to a reasonable person of influencing, the employee's official duties or decisions.

Compensation: Anything of economic value, however designated, that is paid, loaned, granted, transferred, or which will be paid, loaned, granted, or transferred to any person, in return for services.

Outside Employment: Any job other than the current position with **EWSHS**. This could include, but is not limited to, employment by another unit of government or state agency, private employment, self-employment, work under personal service contracts with the state, serving as a consultant or advisor, and volunteer activities that, if compensated, could be considered outside employment. An example of a volunteer would be a bookkeeper who volunteers as treasurer for their church.

Policy Statement

Outside employment shall not conflict with an employee's official duties for **EWSHS**. Outside employment shall be consistent with the state ethics laws.

The use of state resources, including, but not limited to, time, information, material, vehicles, equipment, office supplies, computers, or telephones in connection with outside employment is prohibited. An employee shall not use his or her position at **EWSHS** to create the opportunity for private gain.

All employees must report any outside employment to **EWSHS**. New employees coming to **EWSHS** that have outside employment must notify **EWSHS** of such employment before beginning work for **EWSHS**.

In certain instances, outside employment with another state agency will require prior approval by the Washington State Executive Ethics Board. Information is available on the Executive Ethics Board website at www.ethics.wa.gov.

Employee requests for approval of outside employment must be submitted to a supervisor prior to beginning that employment. The employee's supervisor will approve or disapprove the request and forward it to the People and Culture Manager for approval or disapproval. If denied, the Executive Director or designee will review and provide justification for the denial.

EWSHS may, at any time, require reapplication or may withdraw approval for any situation.

If outside employment negatively impacts the employee's work at the **EWSHS**, or if there is a situation that is determined to present a perceived, potential, or actual conflict of interest, a supervisor may recommend the Executive Director withdraw approval for that outside employment. The employee and the People and Culture Manager are to be notified if approval of outside employment is withdrawn. This notification should provide the reason(s) for this action.

Failure to obtain prior approval for outside employment or engaging in outside employment when such approval has been denied, may result in corrective or disciplinary action up to and including dismissal.

The decision to approve or deny outside employment rests with **EWSHS**.

Primary Roles and Responsibilities

Role	Responsibilities
Employee	Be knowledgeable of the policy for outside employment. Submit a written request for approval for outside employment prior to beginning such employment. Notify supervisor immediately of any action which could be a potential or actual conflict of interest.
Supervisor/Manager	Process written requests for outside employment as needed. Promptly notify the People and Culture Manager or designee of any staff requests for outside employment and forward the requests for approval or disapproval. Recommend withdrawal of approvals as necessary.
People and Culture Manager	Discuss outside employment requests or issues with employees, supervisors, and managers. Approve or disapprove requests for outside employment. If disapproved, forward request to Executive Director for review.
Executive Director/Designee	Review determination of disapproval of request for outside employment. If disapproved, provide written justification for the denial. Review requests to withdraw outside employment authorization.

FORM

Outside Employment Disclosure and Request for Approval

Name	Date
Department	Title

I hereby request approval to engage in outside employment as described below:

Nature of Employment
Employer

Time Required for Employment

I understand Washington State policy forbids me from engaging in any form of outside employment or business opportunity, for myself or for another employer, which would conflict or interfere with my job, especially during scheduled work hours. Additionally, I understand that using EWSHS equipment or materials for personal use or outside employment is strictly prohibited. I understand that in order to engage in outside employment, I must receive approval from my Supervisor and the People and Culture Manager in advance of performing such outside employment, and that the approval may be withdrawn at any time. I also understand and agree that my outside employment must be suspended if my work status with the State of Washington is sick leave, FMLA leave, workers compensation leave or restricted duty. I understand that failure to comply with the policy could result in disciplinary action up to and including termination of employment.

Employee Signature

Date

SUPERVISOR RECOMMENDATION

☐ Approval ☐ Denial

PEOPLE AND CULTURE MANAGER ACTION

☐ Request Approved ☐ Request Denied

(IF NECESSARY) EXECUTIVE DIRECTOR ACTION

☐ Request Approved ☐ Request Denied

Comments or Special Conditions

Executive Director Signature

Date

Forward completed form to Human Resource Department for placement in Personnel File.