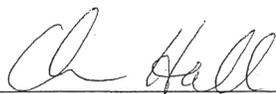


OHIO DEPARTMENT OF ALCOHOL AND DRUG ADDICTION SERVICES

EMPLOYMENT OUTSIDE ODADAS POLICY

I. Outside Employment

- A. Purpose: To provide clarification to the “Code of Ethics and Prohibition Against Conflicts of Interest” policy. Under section D.6. it states that “Employees shall not accept anything of value from any person or entity which is doing business with or seeking to do business with the Department, interested in matters before the Department, or funded by and/or subject to regulation by the Department.”
- B. Before obtaining employment outside of ODADAS, employees must obtain written permission from the Chief Legal Counsel, the Office of Human Resources, their direct supervisors and other ODADAS leadership (see attached form). The “*Employment Outside of ODADAS*” form must be submitted for approval before accepting any offer of outside employment.
- C. In addition to the restrictions listed above, prohibitions that apply to public employees engaged in a private business include, but are not limited to:
- Using any public resources in a private business;
 - Using one’s title while conducting private business activities;
 - Using relationships with other public employees to benefit the private business;
 - Using the authority of one’s ODADAS employment to benefit one’s private business;
 - Receiving payment for services on projects recommended in one’s capacity as an employee of ODADAS;
 - Using one’s authority as an ODADAS employee to affect one’s private business competitors; or
 - Otherwise using one’s position at ODADAS to benefit one’s private business interests.
- D. Employees must abide by the conflict of interest provisions in Ohio law and ODADAS policy. The completed form shall be submitted to the Chief Legal Counsel, who will notify employees and their supervisors of the outcome in writing.
- E. Implementation: This policy becomes effective immediately, and all prior approvals for outside employment are subject to re-determination based on this clarification.
- F. Failure to comply with this Policy will result in disciplinary action, up to and including termination of employment.**



Orman Hall, Director

2-4-11

Signature Date

Effective Date: March 7, 2008

Revised Date: February 4, 2011

EMPLOYMENT OUTSIDE OF ODADAS

Name: _____

Position classification: _____

Division: _____

Name of potential employer: _____

Funding source of potential employer: _____

Certification bodies of potential employer: _____

Duties of potential employment: _____

***. By submitting this form for approval to participate in employment outside of ODADAS, I agree to notify Human Resources immediately if there is any change to Name or Funding source of the potential employer, as well as a change in duties to be performed for them.**

NOTIFICATION:

Immediate Supervisor: _____
Name Date

Division Chief: _____
Name Date

Deputy Director: _____
Name Date

RECOMMENDATION:

Chief of Human Resources: _____
Name Date Yes
No

Chief Legal Counsel: _____
Name Date Yes
No

APPROVAL:

Director: _____
Name Date Yes
No