

Subject: <b>OUTSIDE EMPLOYMENT</b>		Issued By: HUMAN RESOURCES	
		Approved By: Kathleen R. Hurtado President & CEO	
Policy #: 508	Issue Date: July 15, 2005	Revised Date: May 29, 2008	Effective Date: June 15, 2008

Reference: Revised and adapted from LAC + USC Healthcare Network Policy #508 and original HRA Outside Employment Policy dated 2-23-1976 and updated as of 7-15-2005.

**PURPOSE**

To describe the conditions under which HRA employees may work for other companies.

**POLICY**

1. **HRA’s EQUIPMENT, TIME & SUPPLIES MAY NOT BE USED:** Employees shall not use HRA facilities, tools, equipment, supplies or HRA-paid time for other than HRA purposes;
2. **NO CONFLICTS OF INTEREST:** No full-time or part-time employee of HRA shall engage in outside employment, or in any other activities, which involve a conflict of interest with their job duties. For more information on conflicts of interest, please see HRA’s Conflict of Interest Policy located here: <http://www.health-research.org/files/Conflict.pdf> and USC’s Conflict of Interest Policies located here: <http://policies.usc.edu/policies/conflictresearch110107.pdf> and here: <http://policies.usc.edu/policies/conflictadmin110102.pdf>. All of these conflict of interest policies must be strictly adhered to whenever an HRA employee works for another company;
3. **RESEARCH PARTICIPANT PRIVACY & CONFIDENTIALITY MUST BE PRESERVED:** No HRA employee shall utilize contacts with County and/or USC Research Participants or clients – or utilize their access to information about County and/or USC Research Participants, clients or employees – in connection with any outside employment or activity, or for any other purpose other than as required by the HRA employee’s regularly assigned duties. For more information, please see HRA’s Research Participants’ Rights Policy located here: <http://www.health-research.org/files/Rights.pdf>;
4. **WHEN UNCERTAIN SEEK CLARIFICATION FROM HUMAN RESOURCES:** Any HRA employee who has concerns about their outside employment should consult with Human Resources and their Supervisor for clarification;
5. **VIOLATION RESULTS IN DISCIPLINE:** Any violation of this policy, or failure to disclose such a violation, will likely result in disciplinary action.



**HEALTH RESEARCH ASSOCIATION**

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**POLICY**

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**SPECIAL CONSIDERATION: HRA EMPLOYEES ALSO WORKING AT USC OR LAC**

In recognition that some HRA employees may be employed with USC and/or L.A. County – and to coordinate compensation – HRA’s multiple employer policy will parallel the County’s policy (6.16.010) regarding HRA employees who hold more than one position.

1. **POSITIONS SHALL NOT TOTAL MORE THAN ONE FULL-TIME EQUIVALENT:** No person employed by HRA shall hold more than one full-time position, nor shall any person hold two or more part-time positions which, in aggregate, exceed one full-time job equivalent;
2. **ONLY HRA’S PRESIDENT & CEO CAN GRANT AN EXCEPTION:** If HRA’s President & CEO determines that the welfare of the organization will be enhanced by permitting an employee employed in a full-time position – or employed in part-time positions which add up to a full-time equivalent position – to also hold another position, such employee may hold those positions until the President & CEO concludes that such an arrangement is no longer necessary. When granting exceptions to this rule, HRA’s President & CEO shall find that all of the following conditions exist:
  - a. **ECONOMICS:** It is economically impractical to recruit qualified employees from outside HRA;
  - b. **NO CONFLICT WITH HOURS:** Employment on the part-time position is outside of the regular hours the employee is employed in the full-time position;
  - c. **NO JOB DUTY CONFLICTS:** The duties of the part-time position do not conflict in any way with those of the regular full-time position;
  - d. **NO MORE THAN 24 HOURS PER WEEK:** Such supplemental work may not exceed 24 hours per week in any one “work week” as defined in the HRA Employee Handbook.

**RESPONSIBILITY**

Supervisors / Human Resources / All Staff Members

**REFERENCES**

Los Angeles County Code Title 5, 5.44.050  
DHS Policy #740