

## **Unit Order #19-0007 STANDARD WORK SCHEDULE & OUTSIDE EMPLOYMENT**

**Effective Date: September 6, 2019**

### **PURPOSE OF ORDER:**

The purpose of this order is to set forth policies and procedures that are necessary for the Bureau to operate efficiently and effectively. Following these standards is an essential component in upholding the values and mission of the Department and our Bureau.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to Psychological Services Bureau (PSB).

### **ORDER:**

All PSB personnel shall accurately report their outside employment hours and make corrections as changes occur in outside employment hours. At no time shall any employee exceed working 24 hours/week in their outside employment. At no time shall any employee request approval for outside employment which would require an adjustment of the standard scheduled work hours. PSB employees shall treat any approved outside employment as a secondary assignment, always prioritizing the duties and responsibilities of their primary employment at LASD-PSB. If performance issues are reasonably suspected to arise from the demands of the outside employment from the perspective of management, the Director will not approve further outside employment for the employee unless prompt corrections are made and maintained for three months in his/her performance and and/or conduct at PSB.

If there is any violation of the above standard operating procedure, the degree of the violation will be reviewed by management to determine if progressive discipline will be offered. If at any time, an employee is not clearly communicating honestly, being accountable for any performance and/or conduct issue(s), then an automatic Performance Log Entry will be generated, at minimum, regardless of whether a prior violation of Unit Order #19-0007 has occurred and will be noted in the employee's annual performance evaluation.

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