Human Resources

OUTSIDE EMPLOYMENT

<table>
<thead>
<tr>
<th>Author</th>
<th>Director of People and Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Person</td>
<td>Head of HR</td>
</tr>
<tr>
<td>Date written</td>
<td>April 2016</td>
</tr>
<tr>
<td>Date of last review</td>
<td>November 2019</td>
</tr>
<tr>
<td>Date of next review</td>
<td>April 2021</td>
</tr>
</tbody>
</table>
CONTENTS

1. Introduction
2. Equality and Inclusion
   • Equality & Inclusion Statement
3. Definitions and Prohibitions
4. Notification
5. Restrictions
6. Sick Pay
7. Unpaid work
8. Duty of Humberside Fire & Rescue Service Employees
1. INTRODUCTION

Humberside Fire and Rescue Service (HFRS) requires all employees to notify the Service of any outside employment in which they engage. The Service reserves the right to prohibit outside employment in certain circumstances as defined in this Policy. HFRS requires that efficiency and due performance of official duties shall not be impaired as the result of, or arising out of, outside employment by its employees in off-duty periods, and it further requires at all times to be satisfied that its interests are not being detrimentally affected in this respect.

2. EQUALITY AND INCLUSION

This policy explains the processes required to ensure fairness and consistency throughout the Service on outside employment, regardless of age, gender, race, religion or religious or philosophical belief, gender reassignment, disability, sexual orientation, marriage and civil partnership, pregnancy and maternity or any other unjustifiable condition or requirement.

EQUALITY AND INCLUSION STATEMENT

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services nor in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees and service users.

3. DEFINITIONS AND PROHIBITIONS

Outside employment is defined as paid work for another employer or self-employment. (Note that, for the purposes of this Policy, employment by HFRS Solutions is included within this definition). Work with HFRS must not be compromised because of any outside employment undertaken by its employees and the Service reserves the right to prohibit outside employment where this either:

- could result in a breach of the Service’s statutory obligations, for example, under the Working Time Regulations or Health and Safety legislation;
- would entail an unacceptable risk of injury or disease; or
- could bring the Service into disrepute or is considered to be in conflict with the Service’s aims, objectives and responsibilities.

Should outside employment be prohibited on one or more of these grounds, then that employment will be considered incompatible with the employee’s employment in HFRS.

Where specific outside employment has been prohibited and there is evidence that the employee continues to engage in that employment, the Service’s Discipline Procedure will be invoked.
4. NOTIFICATION

Employees who wish to engage in any outside employment must notify their line manager, prior to the commencement of any such employment using form PER 27 – Notification of outside employment in off-duty periods (Appendix ‘A’).

Employees already undertaking outside employment prior to the introduction of this amended policy must confirm / declare this using the same form. Any future changes to the information submitted on the form must be notified in writing to the Service. (It is acknowledged that On Call employees may have other ‘primary’ employment/work. For clarification, these notification requirements and all other aspects of this policy apply equally to all employee groups.

5. RESTRICTIONS

Outside employment may only be carried out during off-duty periods and must not be detrimental to the employee’s efficiency or effectiveness in carrying out their duties with HFRS. The employee must ensure that:

- they do not perform any outside employment within 11 hours of the commencement of any period of work for HFRS (except for employees working the On-Call).
- the outside employment does not place them in a position where the combination of outside employment and their duties with HFRS would contravene the EU Driving Time Regulations.
- they have adequate opportunity to benefit from periods of leave with HFRS to support their wellbeing.
- Work connected with outside employment is not to be undertaken during working time for HFRS, on HFRS premises or using HFRS resources. Work connected with outside employment is not to be undertaken during working time for HFRS, on HFRS premises or using HFRS resources.

Outside employment is not to be undertaken without prior approval of the Chief Fire Officer as follows:

- for any person, firm or company that is in a contractual relationship with or commissioned by Humberside Fire Authority (HFA) / HFRS or that is concerned in any property transaction with HFA / HFRS;
- for any person known or believed by the employee to be connected with such a firm or company or which is materially concerned with such contractual relationship, commission or property transaction.
- for any person, firm or company with whom an employee has a relationship with in the course of their official duties for HFRS.

An employee of HFRS proposing to undertake outside employment for any person, firm or company is responsible for ascertaining whether any of a - c above apply and for notifying the Service accordingly. Where any of these instances arise during the
course of such employment the employee must notify the Service accordingly.

On-Call employees may find, in particular, that their primary employment places them in a situation where there is a conflict with (a) or (b) above. They must notify the Service accordingly and an assessment will be made of the implications with a view to mitigating the potential for any adverse impact on the Service.

6. SICK PAY

Following medical advice, if any absence from work is due to an illness or injury that is wholly attributable to the employee undertaking outside employment, the employee shall be entitled only to such paid sick leave as HFRS may determine.

HFRS will not extend paid sick leave to any employee whose absence from work is attributable to sickness or injury caused by the employee engaging in outside employment.

It is in the interests of any employee undertaking outside employment to have in force a form of insurance or other scheme which will adequately cover the employee against such a contingency.

Any employee who is shown to be engaged in outside employment whilst on sick leave may forfeit any rights to pay and may be subject to HFRS’s Disciplinary Procedure.

7. UNPAID WORK

An employee of HFRS who wishes to undertake private work for which no payment or other reward is made but which would otherwise be prohibited in accordance with paragraphs 8 - 11 is to inform the Chief Fire Officer who may relax restrictions as considered appropriate in the circumstances.

8. DUTY OF HFRS EMPLOYEES

It is the duty of all employees of HFRS to report to their line manager or above any known breach of the conditions on which outside employment is permitted, or any apparent case in which the performance of official duty for HFRS has or is being impaired as the result of outside employment being undertaken.

If you require any further guidance / information in relation to this policy, please contact Human Resources
# APPENDIX A – PER 27

## NOTIFICATION OF OUTSIDE EMPLOYMENT IN OFF-DUTY PERIODS

<table>
<thead>
<tr>
<th>NAME</th>
<th>SERVICE NUMBER</th>
<th>ROLE / POST</th>
<th>STATION / SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATURE OF OUTSIDE EMPLOYMENT</td>
<td>NAME AND ADDRESS OF EMPLOYER (IF SELF EMPLOYED PLEASE STATE)</td>
<td>DATE OF COMMENCEMENT OF THIS OUTSIDE EMPLOYMENT</td>
<td>DETAILS OF TIMES OF WORK AND WORKING PATTERN</td>
</tr>
</tbody>
</table>

I declare that the above information is true and accurate and that my engagement in this outside employment is in accordance with the requirements of The Outside Employment Policy.

Signed ………………………………………………………………….  Date: ………………………………..

---

**LINE-MANAGER COMMENTS**

Signed: …………………………………………………………..  Date: ………………………………..

Print Name: ………………………………………………………

**EMERGENCY RESPONSE GM/HEADS OF SERVICE COMMENTS**

Signed: …………………………………………………………..  Date: ………………………………..

Print Name: ………………………………………………………

Following completion of Line Manager and Emergency Response GM/Heads of Service comments please forward this form to the HR Team at Service Headquarters.
### CFO CONSIDERATION

(Required under Section 9)

<table>
<thead>
<tr>
<th>NOTED - NO FURTHER ACTION REQUIRED</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FURTHER DETAILS / ACTION REQUIRED AS BELOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>..................................................................................................................</td>
</tr>
<tr>
<td>..................................................................................................................</td>
</tr>
<tr>
<td>..................................................................................................................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signed: ....................................................... Date: .................................</th>
</tr>
</thead>
</table>

Chief Fire Officer

<table>
<thead>
<tr>
<th>FOR ACTION BY HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recorded on HR Records</td>
</tr>
<tr>
<td>Date: .................................</td>
</tr>
<tr>
<td>Signed: ......................</td>
</tr>
</tbody>
</table>