



## Payment for Outside Work or Activities

[ *Owner: Office of Human Resources* ]

When employees give programs, workshops or consultations at Diocesan-sponsored events that are within the scope of their work for the Diocese, payment from other parties to the employee for these services is not allowed regardless of the department, Church, school or other entity that is sponsoring the event.

When employees use their regular work time to prepare and/or give programs, workshops, or consultations, within or outside the scope of their work for the Diocese, any payment received by these employees for this work is to be given to the Diocese. Approval is required for outside work that is done during regular work time.

When employees use time other than their regular work time to prepare and give programs, workshops, or consultations that are not within the scope of their work for the Diocese, any payment received by these employees for this work belongs to the employee. It must be clearly understood that this work is not performed as a representative of the Diocese. Prior approval must be made by the employee's director and the Chief Operational and Financial Officer.

Workshops, programs, consultations are to be approved in advance by the Director. Any clarifications concerning this policy should be directed to the Director of Human Resources.