

## **CITIZENS ADVICE REIGATE AND BANSTEAD SECONDARY EMPLOYMENT POLICY AND PROCEDURE**

### **1. Introduction**

A "second job" for the purposes of this policy is any job, whether paid or unpaid, with another employer and on any type of contractual arrangement or any type of self-employment. The carrying out of public duties does not count as a second job.

### **2. Secondary employment**

Any employee who wishes to take another job must, before commencing the second job, discuss the matter with the office and obtain consent or granted written permission. Citizens Advice Reigate and Banstead does not prohibit employees from taking secondary employment and will not unreasonably withhold permission to work in a second job, provided that the second job does not interfere with the employee's performance in their role with Citizens Advice Reigate and Banstead or give rise to a conflict of interest.

To request permission to take a second job, the employee should speak to their line manager and inform them as to:

- the name of the second employer;
- the type of business in which the second employer is engaged;
- the type of work involved;
- the proposed hours of work; and
- the proposed location of the work.

The manager will take the final decision on whether or not permission is granted. The decision will be given to the employee within two weeks of the request and will be confirmed in writing.

### **3. Refusing a request**

Citizens Advice Reigate and Banstead reserve the right to refuse the employee's request to take a second job if:

- the job or the type of work involved might represent a conflict of interest or might reflect badly on the reputation of Citizens Advice Reigate and Banstead
- the hours of work would be likely to interfere with the employee's performance, attendance and/or timekeeping;
- the total number of hours worked in both jobs would be likely, in the opinion of Citizens Advice Reigate and Banstead, to impact on health and safety, or contravene any of the provisions of the Working Time Regulations 1998.

### **4. Agreeing a request**

If Citizens Advice Reigate and Banstead grants permission for an employee to take a second job, the employee's line manager will review the arrangements at least once a year. If at any time the line manager considers that there might be a problem they will set up an informal meeting with the employee to review the matter.

Citizens Advice Reigate and Banstead reserve the right, at any time, to rescind its permission for the employee to hold the second job if, in the line manager's reasonable view, the second job is having an adverse impact on the employee's performance, attendance or timekeeping (or any other aspect of the employee's employment with Citizens Advice Reigate and Banstead). When permission is rescinded, Citizens Advice Reigate and

Banstead will write to the employee to give them full reasons for the decision and reasonable notice, so as to allow the employee to give notice of termination to the second employer.

Employees who are granted permission under this policy to take a second job have a duty to Citizens Advice Reigate and Banstead to ensure that they remain fit to do their job, for example to make sure that they do not become over-tired through working long hours.

#### **5. Breach of policy**

Any employee who acts in breach of this policy, for example by taking a second job (including self-employment) without first obtaining permission, or by being untruthful about or failing to disclose the circumstances of a second job, may be subject to disciplinary action up to and including dismissal.