

Multnomah Education Service District

Code: **GCQAA**
Adopted: 11/18/80
Revised/Readopted: 9/20/94; 1/18/11
Orig. Code(s): 3860

Consulting

MESD personnel, when asked, may provide services for other organizations for which they receive payment.

When such services are performed on a designated workday, during the normal working hours of the employee, prior approval of the superintendent is required. Approved expenses shall be reimbursed by MESD and any payment received by the employee shall revert to MESD.

If such services are performed on a day designated as a contract day and outside of normal working hours, any payment received shall be retained by the employee. Employee shall not alter their work schedule in order to receive payment. Any expenses incurred in connection with the performance of those services shall be borne by the employee.

When such services are performed on a day designated as a non-workday or an approved vacation day, any payment received shall be retained by the employee. Any expenses incurred in connection with the performance of those services shall be borne by the employee.

END OF POLICY

Legal Reference(s):

[ORS 244.020 to .025](#)

[ORS 334.125 \(7\)](#)

[OAR 581-024-0245](#)

MESD Cross Reference(s):

DJFA - Use of Procurement Cards

DLC - Expense Reimbursements

GB - Personnel Policies

GBC - Staff Member Ethics and Conflicts of Interests

GCBD -Leaves and Absences

GCQA - Non MESD Employment