

LCCS POLICY 435

LCCS Employee Contracting Opportunities

Original Issue Date:	11/15/1995
Revision Dates:	12/01/1995, 11/24/1998
Revision Number:	2
Current Effective Date:	12/27/1999, Reviewed 12/17/20-No changes
Obsolete/Combined Date:	
Reason for Obsoleting/Combining:	
See new Policy #:	

Scope:	All LCCS Staff
Responsibility:	All LCCS Staff
Purpose:	To establish consistent guidelines with respect to private contracting opportunities.
Legal Cite:	O.R.C. §5153.11

POLICY STATEMENT

LCCS employees may contract as consultants with other entities provided such consultation occurs on the employees' own time and no LCCS work product, (i.e. internal policies and procedures, forms, grant proposals, research reports, etc.) are provided to the other entity or used by the employee to perform a contract assignment.

PROCEDURE

- When a request/technical assistance requires the use of agency work product to complete the assignment, the Employee shall forward the requests for assistance to their immediate supervisor.
- Any LCCS employee who is interested in pursuing a private contracting opportunity which impacts or involves agency time or work product shall review the situation with their immediate supervisor.
- The supervisor and employee will follow the guidelines set forth in the policy statement.
- If clarification or additional approval is needed, the request will be forwarded through the chain of command.

CASE PRACTICE GUIDES

It is the philosophy of the LCCS to provide technical assistance to any child protective agency seeking information and assistance if it does not jeopardize Agency performance.

RELATED POLICIES and FORMS