

### **1.2.28 Doing Other Than ELCA Business**

Occasionally, questions arise about or from employees of the Churchwide Office who are involved in an outside business in addition to fulfilling their employment commitment to the ELCA. The following guidelines provide information regarding such a situation.

- An employee involved in an outside business must not use ELCA time or resources to conduct the business.
- An employee involved in an outside business must not interrupt the work of other ELCA employees with matters related to that business.
- An employee involved in an outside business must have his or her customers make contact by using personal e-mail, private phones and home addresses.
- An employee involved in an outside business may not use a personal cell phone or personal e-mail to conduct business during his or her ELCA work time.

These guidelines apply to all work situations for which an employee receives compensation from an organization or person other than the ELCA and includes but is not limited to such activities as running an independent business, selling merchandise for another company or supply preaching. Supervisors have the right to limit or disallow *any* such activity related to an employee doing outside business on ELCA time or property.

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