



## **Board Policy No. 294** **Attorneys – Outside Employment**

**ADOPTED:** 2/24/1988  
**RECENT AMENDMENT:** 7/13/2016  
**SEE ALSO:** N/A

**SUBJECT CATEGORY:** SECTION 200, HUMAN RESOURCES  
**SUBSECTION:** UNREPRESENTED EMPLOYEES  
**CONTROL DEPARTMENT(S):** GENERAL COUNSEL

### **I. PURPOSE**

The purpose of this policy is to regulate the outside private practice of law of all attorneys employed by the District.

### **II. PERSONS AFFECTED**

Attorneys in the District's General Counsel's Office and unrepresented employees who are also licensed attorneys.

### **III. DEFINITIONS**

Practice of Law: Performing services in court cases/litigation; providing legal advice and counsel and preparing legal instruments and contracts that secure legal rights – even if the matters do not have anything to do with lawsuits or the courts.

### **IV. POLICY**

No attorney in the District's General Counsel's office shall engage in the private practice of law.

No employee, who is also a licensed attorney, shall engage in the private practice of law without permission of the General Manager and concurrence of the General Counsel.

This policy does not preclude any attorney from performing legal work for him or herself or for an immediate family member provided that the attorney obtains permission from the General Manager with the concurrence of the General Counsel in advance of beginning said work.