

Secondary Employment

Policy

The employment responsibilities to the State are primary for any employee working full-time; any other employment in which that person chooses to engage is secondary. An employee shall have approval from the agency head before engaging in any secondary employment. The purpose of this approval procedure is to determine that the secondary employment does not have an adverse effect on the primary employment and does not create a conflict of interest. These provisions for secondary employment apply to all employment not covered by the policy on Dual Employment.

**Agency
Responsibility**

- (1) Secondary employment shall not be permitted when it would:
 - create either directly or indirectly a conflict of interest with the primary employment.
 - impair in any way the employee's ability to perform all expected duties, to make decisions and carry out in an objective fashion the responsibilities of the employee's position.
 - (2) If the secondary employment has any impact on or may create any possibility of conflict with State operations, the form must be approved by the State Personnel Director in conjunction with the Board of Ethics.
 - (3) The employee shall have approval of the agency head, or designee, before beginning any secondary employment. Approval of secondary employment may be withdrawn at any time if it is determined that secondary employment has an adverse impact on primary employment.
 - (4) Each agency shall establish its own specific criteria, not inconsistent with this policy, for approval of secondary employment based on work situation needs.
 - (5) Each agency shall use a Secondary Employment Form ([Word](#) or [PDF](#)) that is consistent with the model provided by the Office of State Personnel.
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**Employee
Responsibility**

- It is the responsibility of the employee:
- to complete a Secondary Employment Form for all employment that is not covered by Dual Employment, and
 - to update the form annually, as well as to document changes as they occur.

