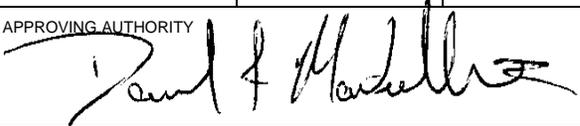


 Corrections and Community Supervision DIRECTIVE	TITLE Outside Employment		NO. 2218
			DATE 2/23/2016
SUPERSEDES DIR #2218 Dtd. 7/2/2010	DISTRIBUTION A	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY 		

- I. **PURPOSE:** To provide direction and procedures for employees who wish to obtain permission for outside employment. An employee inquiring about permission for outside employment shall be provided with a copy of this directive and the attached request form by his or her personnel office.
- II. **DEFINITION:** Outside employment means employment by a private entity during off duty hours.
- III. **POLICY**
 - A. Except for employees in the military reserves, or self-employed individuals, or those in a family business who do not receive a salary, no Department employee may engage in outside employment without written approval from the Commissioner or the Commissioner's designee. Written permission must be obtained even for temporary, or one day work, if the employee receives pay for such activity.
 - B. An employee's request for outside employment may be disapproved, or an employee's previously approved request terminated, if such outside employment would adversely or has adversely affected the employee's performance of duties, or if the facts and circumstances of such employment are contrary to best interests of the Department.
 - C. Any employee who is on time and attendance control review will not be approved for outside employment. In addition, prior approved requests for outside employment will be rescinded once an employee reaches STEP III of the time and attendance review control process.
 - D. Employees who are approved for outside employment shall not use Department time or resources in the performance of such outside employment.
 - E. A preexisting authorization for outside employment will be subject to review if the employee is placed on a limited duty assignment or is absent from work as a result of an illness or injury.
 - F. An approval for outside employment will be valid only for the duration of employment at the specific position and with the employer described in the employee's request. It will remain valid until such time as it is revoked, suspended, or until the outside employment is terminated or changed.

IV. PROCEDURE: The following procedures will be used for implementation of requests for outside employment:

- A. Any employee who wishes to engage in outside employment, not to exceed 20 hours a week, shall first present a written request to his or her supervisor by completing [Form #1218](#), "Request for Permission for Outside Employment." The supervisor will forward the request to the Division Director or Superintendent for review. The employee must await approval of the request before engaging in any outside employment. Part-time employees may be exempted from the 20 hour restriction. New employees must submit a "Request for Permission for Outside Employment" for any existing employment during their first week on the payroll. In these instances, new employees can continue outside employment until a final determination is made.
- B. After completing the "Superintendent's/Division Director's Recommendation" section, the Division Director or Superintendent shall immediately forward the request to the Assistant Director of Personnel in Central Office responsible for their facility or division. If the Division Director or Superintendent determine that the outside employment is adversely affecting the Department, a written request and justification to rescind this permission must be submitted to the Director of Human Resources.
- C. The Assistant Director will review the request to ensure that there is no potential for negative impact on the Department, sign off, and then forward the request to the Director of Human Resources.
- D. The Director of Human Resources shall return the final approval or disapproval to the Assistant Director who, in turn, will return the decision to the requesting Division Director or Superintendent.
- E. The Division Director or Superintendent will direct that a copy of the signed form be filed in the employee's personnel file. The employee is provided with the original form which indicates the outside employment has been approved or disapproved.