

WORK RULE - SECONDARY EMPLOYMENT

Effective September 1, 2012

Purpose To establish request guidelines and procedures governing secondary or outside employment to avoid any direct or indirect conflict of interest or the appearance of such conflict.

Authority ORC 1501.01

Reference Office of Human Resources

Resource Office of Human Resources

Policy

1. STATEMENT OF POLICY

It is the policy of the ODNR that employees must have prior approval before engaging in secondary or outside employment. Secondary employment requests shall be reviewed by the Department to avoid any conflicts of interest or the appearance of conflict. It is not the intent of the Department to otherwise restrict an employee from engaging in secondary or outside employment.

- A. Secondary employment, occupation, or business outside the ODNR will not be permitted if it:
 - i. Creates either directly or indirectly, a conflict of interest; or the appearance of conflict with the employee's employment at ODNR; or
 - ii. Has an impact on, or creates a possible conflict with, ODNR operations; or
 - iii. Impairs in any way the employee's ability to perform all expected duties, or to make decisions and carry out in an objective fashion the responsibilities of the employee's position; or
 - iv. Involves activities or functions that are regulated or licensed by the Department; or
 - v. Violates any federal, state, or local statute, or an ODNR directive prohibiting the outside activity during employment.
- B. No employee shall perform any work activities related to secondary employment while on state premises. In addition, no employee shall use any state-owned or state-leased equipment when engaged in or completing tasks for his/her secondary employer.

2. REQUESTS AND APPROVAL FOR SECONDARY EMPLOYMENT

- A. Employees must obtain approval prior to accepting an offer of secondary employment. An employee shall submit to his/her immediate supervisor, a fully completed ***Application for Secondary Employment*** to initiate the approval process. New employees who are employed outside ODNR when hired shall complete the ***Application for Secondary Employment*** upon beginning employment with ODNR.

- B. The completed application shall include the following:
- i. **Employee's Full Name**
 - ii. **Classification** – Employee's job title
 - iii. **Work Location** – Complete description of where employee is assigned.
 - iv. **Supervisor** – Name of supervisor
 - v. **Secondary Employer/Address/Telephone** – If the employee has more than one employer, a separate form must be completed for each employer.
 - vi. **Title of Position/Duties Performed**
 - Clearly describe the title of the position.
 - Provide a complete and accurate description of all job duties and responsibilities.
 - Explain any service contracts, supply services, or other connection by the secondary employer with the Department of Natural Resources or any of its Divisions.
 - Provide a copy of an Ethics Commission opinion, if applicable
 - vii. **Signature and Date** – Must be completed before application will be processed.
- C. Any applicable comments shall be noted on the application form by the employee's immediate supervisor and forwarded to the Office of Human Resources (OHR) for review.
- D. OHR will review the application for approval or denial and if applicable, collaborate with ODNR chief legal counsel, the Office of Law Enforcement and/or the Ohio Ethics Commission. After a final decision is made, OHR will note the approval or denial on the application form, as well as any applicable comments, and then forward the form to the employee and his/her immediate supervisor.

3. UPDATED REQUEST

Any employee approved for secondary employment shall submit a revised application, completed with updated information, to his/her supervisor when any one (1) of the following circumstances applies:

- A. There is a change in the employee's state classification (e.g. Park Officer to Park Officer Specialist). NOTE: Upon a change in classification, a previously approved application is rendered invalid.
- B. Changes in secondary employment status (e.g. new responsibilities)
- C. Significant and material changes in the information contained on the previously approved Application for Secondary Employment.

4. WITHDRAWAL OF APPROVAL FOR SECONDARY EMPLOYMENT

Approved requests may be subsequently withdrawn if the ODNR becomes aware that an employee's secondary employment presents a conflict of interest with the employee's position at ODNR.

5. FAILURE TO COMPLY

Failing to adhere to this policy, engaging in secondary employment without approval, or after approval has been withdrawn may result in disciplinary action, up to and including removal.

APPLICATION FOR SECONDARY EMPLOYMENT

All ODNR personnel must be pre-approved to work in any secondary employment in an off-duty capacity. To achieve this requirement, ODNR personnel must submit a properly completed Application For Secondary Employment to their immediate supervisor and receive final approval from the Office of Human Resources. Secondary employment includes any volunteer activity performed for a business, individual, or other group that has a business relationship with or provides volunteer services to the ODNR.

NAME:	STATE OF OHIO ID (OAKS ID) #:
DNR JOB CLASSIFICATION:	
DIVISION:	DNR WORK LOCATION:
DNR SUPERVISOR:	
SECONDARY EMPLOYER (Including Self-Employment and Volunteer Employment):	
SECONDARY EMPLOYER ADDRESS:	TELEPHONE #:
TITLE OF POSITION:	
DUTIES PERFORMED (Provide a Complete and Accurate Description):	
DOES THIS SECONDARY EMPLOYER HOLD A SERVICE CONTRACT OR SUPPLY SERVICES TO THE DEPARTMENT OF NATURAL RESOURCES? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN:	
IS THIS AN ORIGINAL APPLICATION? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, HOW LONG HAVE YOU BEEN EMPLOYED IN THIS CAPACITY, HOW LONG HAVE YOU HAD AN APPLICATION FOR SECONDARY EMPLOYMENT ON FILE, AND ARE THERE ANY CHANGES IN THE DUTIES YOU PERFORM AS COMPARED WITH YOUR PREVIOUSLY APPROVED APPLICATION?	

I have read, understand the requirements of this policy, and am requesting review and approval for the secondary employment documented above. I understand that significant changes in the above information may require the submission of a new Application for Secondary Employment. Furthermore I acknowledge and understand that the use of State of Ohio equipment, property or time for the purpose of secondary employment is a violation of ODNR's Secondary Employment policy and is subject to discipline up to and including termination.

Employee Signature X	Date	Comments
Supervisor Signature X	Date	Comments
Division Chief or Designee X	Date	Comments
Deputy Director or Designee X	Date	Comments

Please forward completed application to ODNR Human Resources Department once ALL signatures have been obtained.

FOR OFFICIAL USE ONLY OFFICE OF HUMAN RESOURCES

COMMENTS		
SIGNATURE X	DATE	APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO