

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 01/13/2003	NUMBER 02.03.105
	SUBJECT OUTSIDE EMPLOYMENT	
SUPERSEDES 02.03.105 (11/16/87)		
AUTHORITY MCL 15.342; 791.203; Civil Service Commission Rule 2-15		
ACA STANDARDS NONE		
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POLICY STATEMENT:

In order to prevent possible conflicts of interest or reduced efficiency or effectiveness of employees, all employees who want to engage in outside employment, whether compensated or uncompensated, shall follow the requirements set forth in this policy.

POLICY:

- A. Prior supervisory approval is required for an employee to engage in compensated outside employment. Any employees wanting to engage in compensated outside employment must submit a Request for Approval of Outside Employment (CAJ-204) to his/her supervisor for review and recommendation as to whether the request should be approved. The supervisor shall submit the request along with his/her recommendation through the chain of command to the appropriate Executive Policy Team member or designee for approval. The employee may not enter into a contract for or begin such employment without first obtaining the required approval.
- B. Prior supervisory approval as set forth in Paragraph A also is required for an employee to engage in uncompensated outside employment that arises out of or is in any way connected with the employee's position with the Department, including knowledge gained therefrom. Prior approval is not required for uncompensated outside employment totally unrelated to the employee's public employment. Any questions regarding the need for prior approval are to be addressed to the approving authority.
- C. A request for outside employment will be approved if the following criteria are met:
 - 1. The employment does not conflict with legitimate interests of the Department.
 - 2. The employment is not incompatible or in conflict with the discharge of the employee's official duties with the Department and will not impair or create the appearance of impairing the employee's independence of judgment or action in the employee's performance of his/her official duties with the Department.
 - 3. The employment does not demean the employee's position with the Department.
 - 4. The employment does not conflict with the employee's regular hours of employment with the Department or impair the employee's satisfactory performance of his/her official duties with the Department.
- D. An approval for outside employment is void after expiration of the approved length of employment, not to exceed one year, unless renewed by the approving authority upon written request by the employee. The renewal shall be requested and approved consistent with the requirements set forth in this policy for approval of the initial request. It is the employee's responsibility to submit timely requests for renewal of authorization. In addition, it is the employee's responsibility to report immediately in writing any change in days, hours or other status of the approved outside employment to the approving authority, who will determine whether to continue or rescind approval based on whether the change conflicts with any of the criteria set forth in Paragraph C.
- E. Should the approving authority determine that an employee's outside employment interferes with his/her

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employment with the Department, the employee will be given a reasonable time to terminate his/her outside employment before being disciplined or requested to resign from the Department except if a conflict of interest exists between the outside employment and Department employment. In the latter case, the employee's employment with the Department will be immediately terminated pending discipline.

- F. No Department or State resources shall be used in the performance of any outside employment.
- G. Exclusively represented employees shall be governed by their bargaining unit agreement where in conflict with this policy.

OPERATING PROCEDURES

- H. Operating procedures are not required for this policy directive.

AUDIT ELEMENTS

- I. A Primary Audit Elements List has been developed and will be provided to Executive Policy Team members to assist with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

WSO:OPH:12/05/02