

OUTSIDE EMPLOYMENT

Policy Number: HR #
Effective Date: DATE
Application: Applies to all employees of the **AGENCY NAME**.

Approved by: _____
AGENCY DIRECTOR

Purpose – To clarify the parameters of outside employment or employment outside of the AGENCY NAME.

Note: All employees remain individually responsible for compliance with the State Ethics Law, RCW 42.52, which is enforced by the Washington State Executive Ethics Board.

Definitions

Conflict of Interest – Any instance when an employee's actions, decisions, recommendations, or activities outside the agency influence, potentially influence, or have the appearance to a reasonable person of influencing, the employee's official duties or decisions.

Compensation – Anything of economic value, however designated, that is paid, loaned, granted, transferred or which will be paid, loaned, granted or transferred to any person, in return for personal services.

Outside Employment – Any job other than the current position with the **AGENCY NAME**. This could include, but is not limited to, employment by another unit of government or state agency, private employment, self-employment, work under personal service contracts with the state, serving as a consultant or advisor, and volunteer activities that, if compensated, could be considered outside employment. An example of a volunteer would be a bookkeeper who volunteers as treasurer for their church.

Policy Statement

Outside employment shall not conflict with official duties for the **AGENCY NAME**. Outside employment shall be consistent with the state ethics laws

The use of state resources, including, but not limited to, time, information, material, vehicles, equipment, office supplies, computers or telephones in connection with outside employment is prohibited. An employee shall not use his or her position at the **AGENCY NAME** to create the opportunity for private gain.

All employees must report outside employment to the **AGENCY NAME**. New employees coming to the **AGENCY NAME** that have outside employment must notify the **AGENCY NAME** of such employment before beginning work for the **AGENCY NAME**.

In certain instances, outside employment with another state agency will require prior approval by the Executive Ethics Board. Information is available on the Executive Ethics Board website at www.ethics.wa.gov.

Requests for approval of outside employment must be submitted to a supervisor prior to beginning that employment. The employee's supervisor will approve or disapprove the request and forward it to the agency director or designee for final approval or disapproval. If denied, the director or director's designee will provide justification for the denial.

The **AGENCY NAME** may, at any time, require reapplication or may withdraw approval for any situation.

If outside employment negatively impacts on the employee's work at the **AGENCY NAME**, or if there is a situation that is determined to present a perceived, potential or actual conflict of interest, a supervisor may withdraw approval for that outside employment. The employee and the Department of Enterprise Services (DES) Human Resource (HR) Consultant are to be notified if approval of outside employment is withdrawn. This notification should provide the reason(s) for this action.

Failure to obtain prior approval for outside employment, or engaging in outside employment when such approval has been denied, may result in corrective or disciplinary action up to and including dismissal.

The decision to approve or deny outside employment rests with the **AGENCY NAME**.

Primary roles and responsibilities for Outside Employment within the AGENCY NAME.

Role	Responsibilities
Employee	Be knowledgeable of the policy for outside employment. Submit a written request for approval for outside employment prior to beginning such employment. Notify the supervisor immediately of any action which could be a potential or actual conflict of interest.
Supervisor/Manager	Process written requests as needed and promptly notify the agency director or designee of any outside employment of staff and forward to the agency director or designee for final approval or disapproval and share with the DES HR Consultant.
Agency Director/Designee	Provide final determination of approval or disapproval of request for outside employment. If disapproved, provide written justification for the denial.
DES HR Consultant	Discuss outside employment requests or issues with employees, supervisors, and managers.

References that apply to this policy

WAC 292-110-060 (current employees contracting with state agencies)	RCW 42.50.050 (confidential information)
RCW 42.52 (ethics in public service)	RCW 42.52.020 (activities incompatible with public duties)
RCW 42.52.040 (assisting in transactions)	RCW 42.52.120 (compensation for outside activities)