



## **P R O C E D U R E**

**Section: Human Resources**

**Subject: Supplementary Employment**

**Approved By: DENR Secretary**

**Eff. Date: May 15, 1991**  
**Revised: March 1, 2004**  
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### **PURPOSE:**

The goals of supplementary employment procedures are:

- To avoid potential conflicts between the primary employment job responsibilities of a DENR employee and responsibilities that might arise out of other employment.
- To establish the process by which approval of secondary employment may be obtained.
- To set forth the criteria that will be applied to determine whether approval is given.

### **PROCEDURES**

Written division director approval must be secured prior to the beginning of any supplementary (secondary or dual) employment. Failure to secure this approval shall be considered a personal conduct violation subject to immediate disciplinary action, up to and including dismissal. All new employees must apply for approval to continue supplementary employment within sixty days of start of employment with DENR or cease supplementary employment before the end of that period.

The division director may not delegate this approval responsibility.

Approval shall be granted only on the DENR Request for Approval of Supplementary (Secondary/Dual) Employment form. This application for approval shall be filed with the employee's immediate supervisor and shall be acted upon by the division director within 30 days of filing.

Employees must update the secondary employment form when there is any change in status or annually by January 1, whichever occurs first.

If the secondary employment has impact on or creates any possibility of conflict with state operations, the form must be approved by the DENR Deputy Secretary and the State Personnel Director in conjunction with the State Board of Ethics.

The final decision on the supplementary employment request shall be filed in the employee's personnel file in the division with a copy sent to the employee and DENR Human Resources.

Dual Employment will be compensated in accordance with the state policy utilizing the procedures as outlined in the State Personnel Manual.

**SEE ALSO:**

Secondary Employment policy, Section 4, State Personnel Manual.

Dual Employment policy, Section 7, State Personnel Manual.

DENR Standard Operating Process (SOP), Section 8G