

Secondary Employment

Policy 604.4

1 Introduction

2 Scope

3 Definitions

4 Policy and Procedure Statements

4.1 Employment Responsibilities

4.1.1 The employment responsibilities to the State are primary for any employee working full-time; any other employment in which that person chooses to engage is secondary. An employee shall have approval from the agency head before engaging in any secondary employment. The purpose of this approval procedure is to determine that the secondary employment does not have an adverse effect on the primary employment and does not create a conflict of interest. These provisions for secondary employment apply only to non-State sources of income and do not include a second job or assignment paid from State funds; those conditions are covered by the policy listed below:

4.1.2 [Secondary Employment](#)

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates