

SIG Lessons Learned #20 - Outside “Secondary” Employment Policy

Over the course of FY 2017-18, the SIG observed a trend in complaints of state employee misconduct associated with abuse of outside employment by the employee, to include allegations of conflicts of interest in some cases.

State Human Resources Regulation 19-701.07 provides for agencies to adopt policies and procedures for the approval and regulation of jobs of outside employment held by employees outside of state government. Additionally, the State Ethics Act and the Governor’s Code of Conduct for State Employees provide more specific language to govern outside employment and conflicts of interest, which can be considered and/or incorporated into any “outside employment policy” for an agency.

In general, the SIG found during its reviews that while an agency may have an “outside employment policy” the adherence to the provisions of the policy, to include oversight by management, was less than optimal. Most policies required supervisory approval prior to accepting outside employment, and specific policy language for the employee to avoid any conflict of interest. It was these two requirements the SIG found weakest in terms of employee compliance, agency oversight, and documentation.