

## **Secondary Employment Policy**

### **SUMMARY OF REVISIONS**

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#### **10-01-2020**

- Policy reviewed by the Recruitment Division to confirm alignment with current practices and by the Legal, Commission, and Policy Division to confirm alignment with statutory, rule(s), and other policies. No substantive changes. Reported to SHRC on December 3, 2020.
- General editorial changes to text, grammar, and language. All changes were minor wording and format changes for clarification.

#### **01-01-2004**

- Repeal the section that states that secondary employment forms are confidential information. The Privacy of Personnel Records statute provides that records are public unless specifically exempt. The secondary employment forms are not included in the definition of public records and, therefore, are not exempt from public disclosure.
- Require approval of the State Personnel Director in conjunction with the Board of Ethics if there is a possible conflict with State Operations.

#### **09-01-2002**

- Advisory note added to clarify that each agency may establish criteria for approval of secondary employment.

#### **08-01-1978**

- Policy adopted on secondary employment.