

PPM #9

Policy Name: *Outside Employment*

Effective Date: *July 15, 2011*

Revision Date: *October 5, 2017; April 1, 2019; January 7, 2021; September 10, 2024*

Authorization: 

Nancy Watkins, Undersecretary

I. POLICY

No employee of the Office of the Lieutenant Governor (OLG) or the Department of Culture, Recreation and Tourism (DCRT) may engage in outside employment activities, with or without compensation, which interfere with the performance of officially assigned duties, create a conflict of interest, require or appear to require use of information obtained in connection with official duties which is not generally available to the public, or conflict with state law or the Civil Service Rules.

II. PURPOSE

This policy is intended to prevent employees from seeking and/or engaging in outside employment that is illegal or detrimental to OLG/DCRT's mission.

III. APPLICABILITY

This policy applies to all OLG/DCRT employees seeking and/or engaging in outside employment, except that this policy does not apply to an employee's service in the National Guard or a Reserve component of the Armed Forces.

IV. RESPONSIBILITIES

Employee -- An employee planning to engage or already engaged in outside employment must complete an Application for Outside Employment form for consideration by the Secretary (or designee). The information provided must accurately reflect the nature and scope of the intended outside employment activity. Employees shall not allow outside employment to interfere with their primary employment with OLG/DCRT. Employees must resubmit their outside employment requests for approval between January 1 and January 31 of each year.
Secretary -- The Secretary (or designee) will make the decision to approve or deny the employee's request for outside employment. This decision will be final and binding such that the employee may be barred from such employment or may be

required to terminate an existing employment relationship deemed by the Secretary (or designee) too contrary to OLG/DCRT policy and/or applicable law.

V. PROHIBITIONS

- Outside employment which violates any prohibition within the Code of Governmental Ethics (La. R.S. 42:1101 et seq.) will not be approved.
- Outside employment which constitutes prohibited dual employment (La. R.S. 42:61 et seq.) will not be approved.
- Outside employment shall not interfere with an employee's primary employment with OLG/DCRT.
- Employees are prohibited from utilizing OLG/DCRT property or equipment in furtherance of or in connection with outside employment. (Examples: vehicles, office space, computer/data processing, hardware, software, terminals, telecommunications equipment).
- Employees are prohibited from performing outside employment activities while on duty in their primary employment with OLG/DCRT.
- Employees are prohibited from engaging in outside employment activities that are not approved by the Secretary (or designee).
- Employees who are on family medical leave for their own illness or are on extended sick leave are prohibited from engaging in secondary employment during their absence.

VI. VIOLATIONS

Violations of this policy will result in disciplinary action, up to and including termination.

VII. QUESTIONS

Questions regarding this policy should be addressed to the Human Resources Director.

Summary of Changes: Revised policy number (December 1, 2011), Revised (October 5, 2017), added FMLA (April 1, 2019). Secretary or designee is now final approver (January 7, 2021). Added verbiage to require employee requests be updated annually in January (September 10, 2024)..

