

MISSISSIPPI DEPARTMENT OF EDUCATION (MDE)

Outside Employment Procedures

PURPOSE:

To avoid a Conflict of Interest, any outside employment of an employee of the Mississippi Department of Education (MDE) shall have specific written approval of the employee's Immediate Supervisor, Department Director, and Chief. The approval verifies no conflict of interest exists with the employees outside employment and current agency employment.

GENERAL:

Outside employment is defined as any compensatory work secondary to your MDE employment. This excludes an assignment with a Reserve Component of the Military Forces.

The Approval of Outside Employment form shall be submitted by an employee at (1) the time of appointment; (2) when previously approved employment is being permanently discontinued or the nature and/or scope thereof are/is being changed; (3) when any outside employment has not been approved; or (4) when requested to do so by the Director of Human Resources or by any supervisor of an employee.

Restrictions – The outside employment of an employee may be approved, if, and only if, this outside employment is to be performed in accordance with the following restrictions:

1. On a day that an employee is scheduled to work for the MDE, the secondary employment can only be performed outside the employee's normal working hours unless, before performing the outside activities, the employee has obtained a signed and approved leave slip.
2. The outside work is not to be performed at a location where the employee will be reimbursed, in whole or in part, by the MDE for his/her travel to that location. For example, if the employee's post of duty is Jackson and because of his/her duties and responsibilities as a MDE employee, he/she must travel to Laurel and will therefore be reimbursed for his/her mileage from Jackson to Laurel, the employee cannot take advantage of this reimbursement and work his/her outside employment while in Laurel on that day.
3. Use of information to which an employee has access as a MDE employee for performing an approved outside employment is strictly prohibited.

Advising Immediate Supervisor of Possible Conflict of Interest -An employee has an on-going duty to report to his/her immediate supervisor any incident or occurrence where the performance of his/her duties and responsibilities as a MDE employee may result in a possible conflict of interest.

Denial or Withdrawal of Approval of Outside Employment for Work Related Reason - Nothing in the foregoing provisions shall guarantee an employee approval of outside employment. Discretion lies with the agency if outside employment is approved, such approval is subject to being withdrawn at any time for any work-related reason, including, but not limited to, the possibility of a conflict of interest.

Failure to comply with this policy may result in disciplinary action that may include termination of employment with this agency.

TO: Carol Hodge
Human Resources Manager

FROM:

RE: Approval of Outside Employment

DATE:

In accordance with Section 15.5 of the *Mississippi State Employee's Handbook*, I am requesting approval for outside employment as described below:

Employer: _____
Work Schedule: _____
Total Weekly Hours: _____
Title of Position: _____
Description of Duties: _____

I understand that the use of the Mississippi Department of Education's (MDE) equipment, information, vehicles, and supplies in outside employment is prohibited, and that outside employment must not affect an employee's work hours, interfere, or conflict with an employee's regular duties, raise any ethics concerns, or necessitate long hours that may have an impact on an employee's working effectiveness.

I further understand that it is my responsibility to notify you of any change in the above-described employment including such time as I discontinue my outside employment.

Employee Signature: _____ Date: _____

Supervisor: _____ Date: _____

Bureau Director: _____ Date: _____

Approved _____ Disapproved _____

Chief

Date