

DEPARTMENT OF NATURAL RESOURCES

Human Resources Policy No. 18

EFFECTIVE DATE: FEBRUARY 27, 2015
SUBJECT: OUTSIDE EMPLOYMENT
AUTHORIZATION: STEPHEN CHUSTZ, SECRETARY

I. POLICY

The Department of Natural Resources (DNR) is committed to discharging its statutorily and constitutionally required responsibilities in the manner which best promotes and maintains the general public's confidence and trust in the department's employees and governmental decisions. To be certain that this occurs, no employee of DNR may engage in outside employment activities, with or without compensation, which interfere with the performance of assigned duties, create a conflict of interest, bring discredit upon or cause unfavorable criticism of DNR, require use of information obtained in connection with official duties which is not generally available to the public, cause overtime compensation requirements under the FLSA, or conflict with state law or the Civil Service Rules.

II. PURPOSE

This policy is intended to prevent employees from seeking or participating in outside employment activities that are illegal, unethical, detrimental to DNR's mission or public image, or otherwise impair the public's confidence in the integrity of government.

III. APPLICABILITY

This policy applies to all DNR employees, regardless of status.

IV. RESPONSIBILITIES

Employee – An employee planning to engage in outside employment must complete an Application for Outside Employment for consideration by the Secretary or Undersecretary. 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 DNR.

Secretary/Undersecretary – The Secretary/Undersecretary 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 outside employment deemed by the Secretary/Undersecretary to be violative of the purpose and intent of

this policy. Written approval of the Secretary or Undersecretary is required prior to accepting and commencing outside employment.

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 which interferes in any way with an employee's primary employment with DNR will not be approved.
- Employees are prohibited from performing outside employment activities while on duty in their primary employment with DNR.
- Employees are prohibited from performing outside employment activities which create the potential for overtime requirements under the FLSA.
- Employees are prohibited from utilizing DNR property or equipment in furtherance of or in connection with outside employment (Examples: vehicles, office space, computer/data processing, hardware, software, telecommunications equipment, copiers, faxes, etc.).

VI. VIOLATIONS

Employees are prohibited from engaging in outside employment activities that are not pre-approved by the Secretary or Undersecretary. 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 Division.



STEPHEN CHUSTZ, SECRETARY


DATE

INITIAL ISSUE DATE: 10/01/01;

REVISION DATES: 12/04; 03/12

DEPARTMENT OF NATURAL RESOURCES
APPLICATION FOR OUTSIDE EMPLOYMENT

EMPLOYEE NAME _____

JOB TITLE _____

SECTION _____ WORK TEL. # _____

PROSPECTIVE EMPLOYER _____

ADDRESS _____ OFFICE TEL. # _____

TYPE OF BUSINESS _____

ACTIVITIES TO BE PERFORMED _____

TITLE OF POSITION _____

WORK SCHEDULE _____

(Provide the actual work hours and days worked during the week)

The above information is declared to be true, complete and accurate.

Employee Signature Date

DECISION	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
_____ Secretary/Undersecretary	_____ Date
CONDITIONS _____	

