DEPARTMENT OF NATURAL RESOURCES

HUMAN RESOURCES POLICY NO.	**18**
EFFECTIVE DATE:	**OCTOBER 1, 2001**
SUBJECT:	**OUTSIDE EMPLOYMENT**
AUTHORIZATION:	**La. R.S. 36:354 B(9); La. R.S. 42:61 et seq; La. R.S. 42:1101 et seq.**

I. POLICY:

The Department of Natural Resources is committed to discharging its statutorily required responsibilities in the manner which best promotes and maintains the general public's confidence and trust in the department's employees. 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 officially assigned duties, create a conflict of interest, bring discredit upon or cause unfavorable criticism of DNR, 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 or participating in outside employment that is illegal or detrimental to DNR's mission or public image.

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 such employment deemed by the Secretary/Undersecretary

to be unlawful, inappropriate or contrary to the interests of DNR. Written approval of the Secretary or Undersecretary is required prior to accepting 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 with an employee's primary employment with DNR will not be approved.
- Employees are prohibited from engaging in outside employment activities that are not approved by the Secretary or Undersecretary.
- Employees are prohibited from performing outside employment activities while on duty in their primary employment with DNR.
- 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:

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

VII. QUESTIONS:

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

Robert D. Harper, Undersecretary
On Behalf of Scott A. Angelle, Secretary

5/20/2012
Date

DEPARTMENT OF NATURAL RESOURCES
APPLICATION FOR OUTSIDE EMPLOYMENT

EMPLOYEE NAME _____

CURRENT JOB TITLE _____

SECTION _____ **WORK PHONE** _____

PROSPECTIVE EMPLOYER _____

ADDRESS _____ **PHONE** _____

TYPE OF BUSINESS _____

ACTIVITIES TO BE PERFORMED _____

_____

_____

TITLE OF POSITION _____

WORK SCHEDULE _____
(Please provide the work time, number of hours and days worked during the week)

_____

_____

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

_____
Employee Signature **Date**

DECISION

☐ **APPROVED** ☐ **DENIED**

_____
Secretary/Undersecretary **Date**

CONDITIONS _____

_____

_____

Rev. 12/04; 3/12