
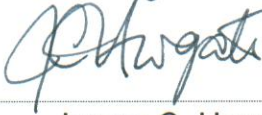




**GEORGIA DEPARTMENT OF PUBLIC HEALTH
POLICY # HR-03902
SECONDARY EMPLOYMENT POLICY**

Approval:	 Kate Pfirmman, Chief Financial Officer	Date
	 James C. Howgate, Chief of Staff	6/3/14
		Date

1.0 PURPOSE

Provide the guidelines for secondary or other employment of DPH personnel.

2.0 AUTHORITY

The Georgia Department of Public Health (DPH) Secondary Employment Policy is published under the authority of DPH and in compliance with rules of the State Personnel Board.

3.0 SCOPE

This policy applies to all Department of Public Health Employees.

4.0 POLICY

Employees who receive compensation as a result of employment related activities outside of their DPH position are required to seek approval for these activities. These activities include, but are not limited to contracting to provide services for a fee, serving as a consultant for a fee or honorarium, employment by an outside organization or agency, and self-employment or providing services to the general public. In general, the Department is not concerned with the non-work time of employees. A DPH employee may seek and secure employment in addition to DPH employment, provided the other employment meets the following criteria:

- 4.1. Does not violate any Federal or State law, Rules of the State Personnel Board or DPH policy,
- 4.2. Does not create a conflict of interest with DPH policies, duties, or objectives.
- 4.3. Does not interfere or conflict with their ability to effectively perform assigned duties and responsibilities with the DPH.
- 4.4. If FLSA non-exempt, does not exceed the FLSA work week, if employed by another state or a CBOH agency.

In this regard, employees' jobs with DPH must be considered primary. Prior to beginning other employment, employees must submit a Request for Approval of Secondary Employment Form to their immediate supervisors for review and approval by their director. The Director should

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forward the completed form to the appropriate Executive Leadership Team Member for final approval. The final approval form will be placed in the personnel file by Human Resources.

5.0 PROCEDURES

- 5.1. Employee completes the Request for Approval of Secondary Employment Form and delivers to Supervisor prior to beginning other employment.
- 5.2. Supervisor will review and forward recommended approval or no approval to Director.
- 5.3. Director will approve recommended action and forward a copy of the completed form to appropriate Executive Leadership Team member for final disposition.
- 5.4. Human Resources will place the document in the personnel file of the employee. If the request is denied, Human Resources will communicate to the employee the reason.

6.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	June 27, 2013	Initial Issue
1	May 6, 2014	Clarification language in: 4.4

7.0 RELATED FORMS

HR-03902A Request for Approval of Secondary Employment Form