

Department of Community Health

Acknowledgement of DCH Policy on Secondary Employment

DCH Policy No. 411 provides that employees who receive compensation as a result of employment related activities outside of their DCH 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 as an employer with the non-work time of employees. However, a DCH employee may seek and secure employment in addition to DCH employment, provided the other employment does not constitute a violation of any federal or state law, Rules of the State Personnel Board or DCH policy; does not constitute a conflict of interest with departmental employment; and does not interfere or conflict with an employee's ability to effectively perform assigned duties and responsibilities with the Department. In all cases, the employee's job with DCH must be considered primary.

Prior to beginning other employment, employees are required to submit the appropriate request through their immediate supervisor for review and approval by their division or office director. Based upon the type of employment, employees will submit one of the two types of request forms listed below:

1. **Special Request for Approval of Secondary Employment** - Any part-time related employment activity involving a DCH employee by *another State department, agency, commission, authority, or other instrumentality of the State of Georgia* for the following categories of employees: *chaplain, fireman, licensed physician, licensed dentist, psychologist, registered nurse, licensed practical nurse, certified oral or manual interpreter for deaf persons; and any person holding a doctoral or master's degree from an accredited college or university.*
2. **Standard Request for Approval of Secondary Employment** – DCH employee seeking employment that does not involve the "special" categories discussed under Special Requests.

The departmental policy may be found on the LAN under *O:\Policies\P 411-Secondary Employment*. Forms may be found under *O:\Forms\Personnel\General*.

Employee's Name (Print): _____

Work Unit: _____

My signature below acknowledges that I have read and understand DCH Policy No. 411.

- I **do not** have employment related activities outside DCH.
- I have employment related activities outside of DCH. (Must submit Request for Approval of Secondary Employment)

Employee's Signature

Date