

Secondary Employment Policy

Secondary Employment

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Policy

It is the policy of the State of North Carolina that any employee who holds a full time position with the state shall consider the state employment responsibilities as primary. Any employment outside of the primary state position is considered secondary employment.

The secondary employment cannot have an adverse effect on or create a conflict of interest with the primary employment. An employee shall obtain approval from the agency head or designee before engaging in any secondary employment.

These provisions for secondary employment apply to all employment not covered by the policy on Dual Employment.

Definitions

Secondary Employment: any activity involving the production or sale of goods, the provision of services, the performance of intellectual or creative work for pay in either an employer/employee relationship or in a self-employment capacity such as an independent contractor

Full Time: an employee who works 40 hours or more

Agency Responsibility

1. Secondary employment shall not be permitted when it would:
 - create either directly or indirectly a conflict of interest with the primary employment.
 - impair in any way the employee's ability to perform all expected duties, to make decisions and carry out in an objective fashion the responsibilities of the employee's position.

Secondary Employment Policy (cont.)

2. If the secondary employment has any impact or may create any possibility of conflict with State operations, the form must be approved by the State Human Resources Director in conjunction with the State Board of Ethics.
 3. The employee shall have approval of the agency head, or designee, before beginning any secondary employment. Approval of secondary employment may be withdrawn at any time if it is determined that secondary employment has an adverse impact on primary employment.
 4. Each agency shall establish its own specific criteria, not inconsistent with this policy, for approval and tracking of secondary employment based on work situation needs.
 5. Each agency shall use a Secondary Employment Form that will be kept in the employee's personnel file that is consistent with the model provided by the Office of State Human Resources.
 6. The agency shall notify all new employees of the provisions of the Secondary Employment Policy at the time of job offer.
 7. The agency shall send out a notification to all employees annually of the provisions and requirements of Secondary Employment Policy.
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Employee Responsibility

It is the responsibility of the employee prior to starting secondary employment:

- to complete a Secondary Employment Form for all employment that is not covered by Dual Employment, and

It also is the responsibility of the employee:

- to update the form annually
 - to notify their supervisor and submit a new form when any changes occur to their secondary employment.
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