

POLICY NUMBER: 44.1

SUBJECT: Disclosure of Outside Employment

CONTENT: Establishes guidelines for the disclosure of outside employment

EFFECTIVE DATE: Issued: March 25, 1997

INQUIRIES TO: Office of the Secretary
Bureau of Legal Services
P.O. Box 3836
Baton Rouge, LA 70821-3836
(225) 342-5737 FAX (225) 342-2232

TABLE OF CONTENTS

- I. PURPOSE OF POLICY**
- II. APPLICABILITY/SCOPE**
- III. EFFECTIVE DATE**
- IV. STATEMENT OF POLICY**
- V. DISCLOSURE OF OUTSIDE EMPLOYMENT**
- VI. DISCIPLINARY ACTION**

I. PURPOSE OF POLICY

The purpose of this policy is to avoid even the appearance of impropriety in connection with outside employment, and to establish guidelines under which engaging in outside employment may be prohibited.

II. APPLICABILITY/SCOPE

This policy is applicable to all DHH employees.

III. EFFECTIVE DATE

The effective date of this policy is March 25, 1997.

IV. STATEMENT OF POLICY

It is the policy of the Department of Health and Hospitals that no employee shall have any outside employment, or engage in business transactions or professional activities paid or unpaid, which:

- A. Interfere with the performance of officially assigned duties; or,
- B. Create a conflict of interest as prohibited by the Governmental Code of Ethics; or,
- C. Require or appear to require use of information obtained in connection with official duties which is not available to the public; or,
- D. Conflict with Civil Service rules and regulations or state statutes.

V. DISCLOSURE OF OUTSIDE EMPLOYMENT

An employee who is presently engaged in, or who plans to engage in, outside employment with any person or entity that derives revenue or financial aid from DHH, including but not limited to Medicaid, state general funds, federal or state grants; and/or, **is licensed or regulated by DHH**, must complete the Disclosure of Outside Employment form, and submit it to his/her appointing authority. The Disclosure of Outside Employment form (HR10) may be located in the DHH Policy Manual, Human Resources forms list.

The Disclosure of Outside Employment form and the Ethics Commission's advisory opinion, if applicable, shall be filed in the employee's personnel file, and will be subject to the Public Records Act as is everything in the personnel file unless specifically exempted. A copy shall also be maintained in a separate centralized file by the Division of Human Resources, Training and Staff Development.

The appointing authority shall submit the form to the Bureau of Legal Services for it to recommend whether an advisory opinion from the Ethics Commission for Public Employees should be obtained.

VI. DISCIPLINARY ACTION

It is the employee's responsibility to adhere to this policy, and to submit a Disclosure of Outside Employment form if his/her individual situation requires such submittal under the above guidelines to ensure compliance with this policy. Failure to submit the form may result in disciplinary action.