


Disclosure of Outside Employment

	Louisiana Department of Health (LDH)	
	Policy Number	44.1
	Content	Establishes guidelines for the disclosure of outside employment
	Effective Date	March 25, 1997
	Inquiries to	Office of the Secretary Bureau of Legal Services P.O. Box 3836 Baton Rouge, Louisiana 70821-3836 (225) 342-1112 FAX (225) 342-2232

LDH is committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our Department's reputation and achievement as well.

If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/override/supersede the conflicting section within the Program Office or facility policy.

I. PURPOSE

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

This policy is applicable to all LDH employees.

III. EFFECTIVE DATE

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

IV. POLICY STATEMENT

It is the policy of the Louisiana Department of Health 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 LDH, including but not limited to Medicaid, state general funds, federal or state grants; and/or, **is licensed or regulated by LDH**, must complete the Disclosure of Outside Employment form, and submit it to their appointing authority. The Disclosure of Outside Employment form (HR10) may be located in the LDH 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. VIOLATIONS

Violations of this policy may result in corrective action or disciplinary action. Corrective action includes Improvement Letters (Civil Service Rule 12.9), verbal counseling, documented counseling, and/or reprimand. Letters issued for corrective action are at the sole discretion of the Appointing Authority. Disciplinary actions are Suspension without Pay, Reduction in Pay, Involuntary Demotion and Dismissal (Civil Service Rule 12.3). Any disciplinary action taken is at the sole discretion of the Appointing Authority.

VII. REVISION HISTORY

Date	Revision
March 25, 1997	Policy created
January 8, 2019	Policy reviewed
November 30, 2023	Policy reviewed
November 7, 2024	Policy reviewed