

# Department of Justice

# Outside Employment Policy

*Employment outside of normal public sector duties requires Departmental approval.*

## **Principle**

Outside employment should in no way interfere with or compromise an employee of the department in the exercise of their professional duties and obligations.

## **Scope**

Applies to all employees of the Department of Justice.

## **Statement of Policy**

### ***Guidelines***

Outside employment is not permitted where the work arises from, or is associated with, the employee's official duties unless it is in the interest of the department (e.g. some lecturing activities).

Employees who, in the course of their official duties, have access to information not available to the public are not permitted to engage in any outside employment to which this information might be relevant.

The department is to have first call on the services of the staff member.

Outside employment should not affect the efficiency of an employee or in any way affect the performance of their duties.

Outside employment should be performed wholly in the private time of the employee concerned.

### ***Application for approval***

Applications to engage in outside employment should be submitted to the manager indicating:

- the nature of the work/employment;
- the name and address of the employer;
- the place of employment;
- the actual hours and days of the week to be worked;
- a declaration that the proposed employment will not unduly interfere with the employee's ability to perform their duties; and
- other information sufficient to enable an appropriate assessment of the application.

The manager will submit the application to the business unit manager with a recommendation.

The request for approval to engage in outside employment should be declined if it can be suggested there is a possibility of conflict of interest.

Initial approval will be for a period of one year with further approvals required on an annual basis. Any approval provided by the manager will be for the specific employment being

undertaken by the employee. If there is any change (for example, a new employer or new role) to the employee's outside employment then a new application must be submitted.

Approval lapses automatically should the employee receive a promotion, transfer, temporary assignment or secondment to other duties within the department. Employees should reapply for approval in these instances.

### **Definitions**

***Outside employment*** refers to a staff member engaging in any employment or business in addition to their Departmental employment.

### **Compliance**

Failure to adhere to the provisions outlined in this policy may result in disciplinary action.

Policy Status

This policy is issued under the authority of the Director, Human Resources. It is reviewed and updated by Human Resources.

### **Modification and Review**

The contents of this document represent the current policy of DOJ and reflect the current practices and experience of DOJ. This policy is subject to biennial review and will be altered (and the alterations communicated to users) as, and when, appropriate in order to ensure that it remains current.

Changes to this policy can be requested by a business unit by presenting a suitable case to the Director, Human Resources.