

## ARTICLE 25

### **SUPPLEMENTAL EMPLOYMENT**

Supplemental employment is not encouraged, but is permitted under the following conditions.

#### **Section 1.**

An employee, if desired, may hold a part-time job in addition to his/her regular full-time employment. This additional employment must in no way conflict with the employee's hours of work or interfere in any way with the satisfactory and impartial performance of his/her duties.

#### **Section 2. Regulated Persons or Organizations.**

Because the Department of State Police has statutorily imposed regulatory responsibilities, supplemental employment with persons or organizations engaged in work regulated by the Department is a potential conflict of interest and will not be permitted.

#### **Section 3.**

While engaging in supplemental employment, an employee may not:

- a. Solicit supplemental employment business in the course of performing departmental work.
- b. Utilize departmental facilities, equipment, telephones, supplies, motor vehicles or materials in their supplemental work.
- c. Perform law enforcement functions for agencies other than the Department.
- d. Accept compensation from attorneys actively engaged in criminal defense work if the supplemental employment would be in any way related to said work.
- e. Accept supplemental employment involving any violations of State law or local ordinance or accept supplemental employment involving security.
- f. Use annual leave to permit the accomplishment of this supplemental employment unless the annual leave covers the full tour of duty.
- g. Engage in more than 20 hours of supplemental employment in any scheduled workweek (pass days excluded).

#### **Section 4. Notification.**

Notification of outside employment shall be given the Employer at least ten days before the commencement of said employment and prior to any changes in previously approved supplemental employment. Approval or disapproval, with reasons therefore, will

be given by the Employer within ten days after receipt of the notification, or prior to the anticipated commencement date, whichever occurs first. Notification shall be made on forms prescribed by the Department and shall include at least the following:

- a. The name and address of the Employer.
- b. The principal business of the Employer.
- c. The duties of the employee.

The employee shall resubmit a request to engage in supplemental employment annually.

**Section 5.**

The Employer may confer with the employee prior to such determination. Approval to engage in outside employment shall not be unreasonably withheld.

**Section 6.**

Disapproval by the Employer of supplemental employment shall be grievable. No employee in the bargaining unit shall be denied supplemental employment on the basis that the employment is improper if other enlisted personnel are permitted to engage in the same type of supplemental employment.