

**Treasury Documentation****Subject:** Ethical Conduct and Supplemental Employment**For:** EMPLOYEE HANDBOOK**Also See:** BT-03016; ET-03016;  
Civil Service Rule 2.8**Identification** ET-03091  
Policy  
**Effective Date** 4-1-2012  
**Replaces** ET-03091 (3-1-2007)

Page 1 of 3

**Ethical Conduct**

Employment in the Department of Treasury (Treasury) imposes high ethical standards on employees to ensure integrity and maintain effective services. All employees must meet these ethical standards and all supervisors are obligated to cooperate in the enforcement of these ethical standards.

Employees shall **not**:

1. Divulge or release any confidential information that is not by law, rule, regulation or court order available to members of the general public. (Refers to Bulletin BT-03016 and Policy ET-03016 in this Handbook.)
2. Engage in or agree to engage in any business transaction or private arrangement that accrues from or is based on the employee's official position, or on confidential information gained by reason of the employee's position.
3. Solicit, accept, or agree to accept anything of value from any designated representative of a private interest or under any circumstances that could reasonably be expected to influence the manner in which the employee performs work or makes decisions.
4. Make available any consideration, treatment, advantage, or favor beyond which is generally granted or made available to others under similar circumstances.
5. Represent or act as an agent for any private interests, whether for compensation or otherwise, in any transaction in which the State has a direct and substantial interest and which could reasonably be expected to result in a conflict between the employee's private interests and official State responsibilities.
6. Exercise any decision-making authority of the State regarding any State regulation, enforcement, auditing, licensing, or purchasing with respect to any business or entity in which the employee or a member of the employee's immediate family has any financial interest.
7. Fail to timely, fully, and accurately report any interest of the employee or the employee's immediate family in any business or entity with which the employee has direct contact while performing official duties as a classified employee.
8. Engage in any conduct prohibited by Civil Service Rule 2-8.

### Supplemental Employment

Supplemental employment is employment for which an employee is paid in addition to his or her job with the State. Supplemental employment is not encouraged, but is permitted under the following conditions.

1. Supplemental employment must in no way conflict with the employee's hours of State employment or, in quantity or interest, with satisfactory and impartial performance of the employee's State duties.
2. The employee must disclose the nature and extent of the supplemental employment and obtain prior written approval on *Supplemental Employment Request* (Form 1869) from his or her Division Administrator/Office Director, and Director, Office of Human Resources (HR), before engaging in any supplemental employment. Thereafter, an employee must report all supplemental employment at least annually.
3. Approval of supplemental employment extends only to the place of employment, hours, and other conditions specified on the approved 1869. If there is a change in approved supplemental employment, an employee must submit to HR a new 1869 through his or her division or office within 14 calendar days.
4. An employee is not required to obtain approval to engage in supplemental employment as a member of the armed forces. However, unless precluded by military necessity, an employee must give advance written notice to HR of any absence from State duties for military service.

An employee of the Treasury will **not** be permitted to engage in any of the following:

1. Supplemental employment involving the preparation of tax returns for others, or accepting compensation from any person or entity involved in the preparation of tax returns.
2. Supplemental employment that conflicts with the satisfactory or impartial performance of the employee's State duties.
3. Supplemental employment that violates the "Ethical Conduct" provisions of this Policy.
4. Supplemental employment without the express written consent of HR.
5. Supplemental employment or soliciting supplemental employment on State time or in the course of performing State work.
6. The use of sick leave to engage in supplemental employment.
7. The use of any State funds, facilities, property, telephone or materials, supplies, or equipment in or for the benefit of any supplemental employment.

8. More than 20 hours of supplemental employment in any work week.

Volunteer (nonpaid) tax preparation work or tax preparation for nonprofit organizations is allowed if it does not conflict with the employee's official duties. However, it is the employee's responsibility to ensure that the person or entity receiving volunteer services understands that the actions or statements of the volunteer do **not** represent the official position of, or action by Treasury.

### **Reporting Alleged Violations**

An employee who becomes aware of any alleged violation of this Policy, Civil Service Rule 2-8, or an applicable regulation must report the alleged violation to the employer.

### **Revocation**

Authorization will be revoked if it becomes apparent that supplemental employment adversely affects the employee's work, creates a conflict of interest, violates the provisions of this Policy, or otherwise impedes the employee's effectiveness as a State employee.

### **Discipline**

An employee who engages in conduct prohibited by this Policy, Civil Service Rule 2-8, an applicable regulation, or an individual requirement imposed by the employer may be disciplined, up to and including dismissal.

**End**