

Outside Employment

Application

All Classified and Wage employees of the Virginia Department of Health.

Policy

All VDH employees who desire to engage in a working relationship with any other state agency, organization outside of state service, self-employment, or nonprofit shall obtain the prior approval by VDH of the outside employment in accordance with procedures specified herein. Employees who violate this policy and the following provisions may be subject to disciplinary action.

- 1) Employees shall not engage in any outside employment during their hours of VDH employment.
- 2) Employees shall not engage in any outside employment if the employment poses a conflict of interest or the appearance of a conflict.
- 3) The outside employment must not interfere with the employee's ability to adequately perform VDH work assignments, his/her ability to work overtime, or interfere with his/her "on-call" schedule or respond to any public health emergencies.
- 4) The outside employment shall not intersect in any fashion with the activities or responsibilities of VDH.
- 5) No property belonging to or under contract to the Commonwealth may be used for outside employment activities.
- 6) Employees shall not serve as the authorized representative of any organization (profit or nonprofit) that seeks to engage in any agreement whether a contract, MOU, or MOA with VDH.

Purpose

This policy and these procedures governing the approval of outside employment by employees of the Virginia Department of Health are designed to prevent conflicts of interest, the appearance of conflicts of interest, and to prevent the deterioration of employee performance.

Authority

The Code of Virginia, State and Local Government Conflict of Interests Act (Title 2.2-3100 through 2.2-3131 and the Department of Human Resource Management (DHRM) policy number 1.60, Standards of Conduct, provides the state-wide policy requirements related to outside employment. This VDH policy supplements the DHRM policy and specifies procedures for the review and approval process within VDH.

Related Policies & Resources

Outside Employment

DHRM Policy # [1.60 - Standards of Conduct](#)

VDH Policy # OCOM 1.11 [Management Delegated Authority](#)

Procedures

- 1) The employee shall request approval for proposed employment outside his/her scheduled work hours by completing a [HR-35, Request for Outside Employment](#) and forwarding it to his/her supervisor prior to beginning the outside employment.
- 2) The supervisor shall consider whether the outside employment will interfere with the employee's normal work hours, will affect his/her ability to adequately perform VDH work assignments, or may pose a question of conflict of interest or an appearance of a conflict.
- 3) If the supervisor feels that there is an appearance of a conflict that may be detrimental to the agency, the supervisor may disapprove the proposed outside work.
- 4) If the proposed outside work is approved, the supervisor will forward the signed form to the District or Office Director for review and concurrence. Requests by District or Office Directors will be forwarded to the appropriate Deputy Commissioner for review and approval prior to engaging in outside employment.
- 5) If the proposed outside work is disapproved by the supervisor, the employee may request a review of the decision by the District or Office Director. If the requesting employee reports to a District or Office Director, the review will be made by the Deputy Commissioner.
- 6) When final approval or disapproval has been obtained, the original, signed copy shall be retained by the HR representative within the work unit.
- 7) Annually, during the month of December, all Requests for Outside Employment will be updated and reported to OCOM.

Glossary and Policy Administration

1. **Self-Employment;** For the purposes of this policy it is defined as any activity that requires a business license to conduct.
2. **Outside Employment;** For the purposes of this policy, outside employment refers to any working relationship either paid or unpaid, volunteer with any organization other than the Virginia Department of Health.

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Reviewer: Signature on File
Richard Corrigan,
Deputy Commissioner for Administration

Date: 10/24/2017

Approver: Signature on File
Marissa J. Levine, MD, MPH, FAAFP
State Health Commissioner

Date: 10/24/2017

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