



**State of Oklahoma
Office of Management and Enterprise Services
Policies and Procedures**

Secondary Employment

Effective Date of Policy: 04/01/2019	Next Scheduled Review: 03/01/2020
Effective Date of Original Policy: 11/01/2014	Policy Number: OMES -016
Last Reviewed: 02/25/2019	Replaces Policy Number: HCM -23
Date Policy Last Revised: 04/04/2018	
Approved: Dana Webb, as Designee of OMES Director John Budd	Approval Date: 02/25/2019

Purpose

The purpose of this policy is to inform employees of the Office of Management and Enterprise Services (OMES) of the position of the agency regarding secondary employment.

Definition

"Secondary Employment" means outside of OMES. For the purposes of this policy, secondary employment includes any work including, but not limited to, free-lance employment, self-employment (including consulting), business sales solicitations or any other type of work performed for compensation.

Policy

Each employee's primary employment responsibility is to OMES. Employees shall not engage in secondary employment that would interfere with their ability to effectively perform official duties for OMES or interfere with the agency's ability to fulfill its mission. Therefore, it is the official policy of OMES to reasonably limit and control secondary employment when it impairs the employee's ability to effectively perform his or her official duties, creates a conflict of interest, or is contrary to law or rule.

This policy is to ensure that an employee's secondary employment with another state agency does not cause a conflict concerning benefits eligibility.

An employee must notify his/her supervisor and return the completed OMES Secondary Employment Request form to Human Capital Management before accepting an offer of secondary employment.

The [OMES Secondary Employment Request form](#) is located on the [Employee Information web page](#). Employees will not engage in, and must terminate any secondary employment which:

1. Results in performing the secondary work during regular OMES duty hours, including break periods;
2. Occurs on any premises owned, leased or managed by OMES;
3. Results in using any OMES vehicle, equipment, supplies, materials, files or information;
4. Results in excessive absenteeism, tardiness or non-availability; or negatively impacts the employee's or another employee's ability to perform his or her official duties for OMES;
5. Is prohibited by law or rule;
6. Uses the employee's position with OMES or access to resources and information to acquire any advantage in the secondary employment; or
7. Creates a conflict of interest.

Violation of this policy may result in disciplinary action, up to and including termination.