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## **PARDON AND PAROLE BOARD**

### **Policy 109 – Outside Employment**

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#### **POLICY**

It is the policy of the Pardon and Parole Board (PPB) that PPB employees engaged in any employment outside of the PPB must disclose such employment to the Executive Director in writing. Outside employment is allowed, as long as the outside employment does not create a conflict of interest or a distraction with the employee's duties at the PPB. Employees shall not engage in any employment, activity, or enterprise which has been determined to be inconsistent, incompatible, or in conflict with his or her duties at the PPB. Employees shall not engage in activities that involve the use of state time, facilities, equipment, and supplies; or the prestige or influence of one's agency for private gain or advantage. Absenteeism caused by outside employment is considered a conflict of interest.

Employees may not work during normal office hours on non-PPB related business, including sales, ordering, delivery of merchandise, or other similar activities. Regardless of the duty station, a PPB office phone number may not be promoted as a non-business point of contact.

Employees requesting approval for outside employment should complete the appropriate form.

Established: June 13, 2016