



Office of the Secretary

6814 Princeton Pike
Pine Bluff, Arkansas 71602

Phone: 870-267-6200

Fax: 870-267-6244

SECRETARIAL DIRECTIVE

SUBJECT: Secondary Employment

NUMBER: 2020-02

SUPERSEDES: New

APPLICABILITY: All Department of Corrections Employees

REFERENCE: Ark. Code Ann. §§ 19-4-1604,
25-43-105, 108, and 403;
21-8-203 and 204

PAGE 1 of 3

ISSUED BY: Signature on file

EFFECTIVE DATE: 1/21/2020

I. POLICY:

As an Arkansas Department of Corrections (DOC) employee, your primary duty, obligation and responsibility are to the DOC. However, when permission is granted, you may engage in secondary employment within the guidelines established within this directive.

II. PROCEDURES:

Employees in certain positions are subject to be called in to work as necessary, for example, when there is an emergency or staff shortage. In such instances, if you are working a secondary job, you are expected to leave that job and report to your DOC job.

A. Secondary Employment

- You must obtain approval before you work a secondary job by processing the attached "Secondary Employment Request" form;
- You must promptly tell your supervisor about relevant changes in your secondary employment;
- Your secondary employment must NOT pose a conflict with your DOC employment or to DOC operations, negatively reflect the agency, or adversely affect your ability to perform duties for the agency;
- You are prohibited from using state issued identification, badges, or equipment during your secondary employment; and

- You are prohibited from reporting to work with a secondary employer while in leave status for catastrophic, family medical, workman's compensation, or sick leave.

B. Concurrent State-Funded Employment

- When working in another state-funded job, in addition to following "Secondary Employment Rules", you must obtain concurrent employment approval prior to working.
- You must submit the "Secondary Employment Request" form through your supervisor to the Shared Services, Human Resources Payroll Administrator, who will request the approval of the Secretary of the Department of Transformation and Shared Services.

C. Supervisor's Responsibility

- Knowledge of this policy and related policies;
- Ensuring to the best of your ability that an employee's secondary job does not conflict with DOC employment;
- Reviewing and making a recommendation on secondary employment requests and notifying the employee of the final decision; and
- Keeping a current record of any relevant information provided by the employee

**Arkansas Department of Corrections
SECONDARY EMPLOYMENT REQUEST**

I request approval to hold a secondary job with the agency or company indicated below.

Agency/Company Name: _____

Agency/Company Phone: _____

Secondary Employment Work
Phone at which I can be reached: _____

Agency/Company Address: _____

Summary of Duties _____

Will compensation from this employment be paid from state funds? _____

If "Yes" process this through your supervisor to the Human Resources Administrator at the Shared Services Office at Administration East Building, 2403 East Harding, Pine Bluff, AR, 71601.

I have read and will comply with the Department of Corrections Secondary Employment policy. I will update this form when there are relevant changes.

Employee's Signature Date Printed Name

Division Personnel Number

Supervisor's Decision (check one):

Approved Denied

Supervisor's Signature Date Printed Name

CONCURRENT EMPLOYMENT: Use this section when compensation from this employment will be paid from State Funds.

This concurrent employment has been approved by the Office of Personnel Management with an expiration date of:

Human Resources Administrator

Date signed