

 <p style="text-align: center;"><b>ADMINISTRATIVE RULES</b></p> <p style="text-align: center;"><b>STATE OF ARKANSAS</b></p> <p style="text-align: center;"><b>BOARD OF CORRECTIONS</b></p>	<b>Section Number:</b>	<b>Page Number:</b>
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	<b>9/30/88</b>	
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	<b>AR 209</b>	<b>11/29/79</b>
	<b>Reference:</b>	<b>Effective Date:</b>
		<b>10/12/88</b>
<b>SUBJECT: Part-Time Employment</b>		

**I. POLICY:**

It is the policy of the Department to allow employees to engage in part-time employment, providing it does not hamper their ability to fully and satisfactorily perform any assigned departmental duties.

**II. EXPLANATION:**

- A. Employees may accept additional part-time employment only after:
  - 1. advising their Unit Warden/Center Supervisor/Administrator in writing of the type of part-time employment being considered and of the hours of such part-time employment; and
  - 2. receiving the written approval of the Unit Warden/Center Supervisor/Administrator.
- B. The Unit Warden/Center Supervisor/Administrator shall approve requests of this type only after receiving assurance from the employee that such part-time employment will in no way hamper the individual's ability to fully and satisfactorily perform any assigned departmental duties.
- C. In case of emergency, a Department of Correction employee working additional employment may be called to report to duty at the unit/center or place of state employment at the discretion of the Unit Warden/Center Supervisor/Administrator.
- D. In case of employment with other state agencies, the employee is required to contact the Central Office Personnel Manager for specific policies covering dual employment.

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