

DEFINITION

Supplemental Employment - Any paid work or business activity engaged in by an employee outside his/her department employment. Business activities include self-employment as a lessor, landlord, business owner or sales representative for a business or product.

POLICY

Supplemental employment may be permitted only if the employment:

- Occurs only with the express written consent of the employee's departmental appointing authority prior to engaging in the supplemental employment
- Does not conflict with the satisfactory or impartial performance of the employee's state duties.
- Does not conflict with the employee's hours of state employment.
- Does not occur during the employee's hours of state employment, without having prior leave usage approval.

Note: Sick leave may not be requested or used in order to engage in supplemental employment.

- Does not conflict in any way with the performance of state duties as outlined in AHP Items 602 or 603, Conduct and Responsibilities of Employees and Conflict of Interest and Disclosure.
- Does not involve the use of state funds, property or equipment; i.e. department records, file information, computer systems, telephones, mailing services (including interoffice mail), copy machines, etc.
- Is **not** as a direct contractor with any State of Michigan Department/Agency.

GENERAL INFORMATION

Employees shall immediately, fully and accurately report any supplemental employment or change in approved supplemental employment required by Civil Service Rule 2-8, Ethical Standards and Conduct, applicable regulations or departmental rules.

Employees shall immediately report any interest of the employee or the employee's spouse, children, parents, parents-in-law, brothers, sisters, and any persons whose financial or physical care the employee has financial responsibility for, in any business or entity with which the employee has direct contact while performing official duties as a classified employee.

- Requests for supplemental employment may be approved for up to one year.

- A new request for supplemental employment must be submitted each year.
- A request for supplemental employment must be submitted for each new job.

Employees who provide services or hold a license to provide such services to DHS clients or family members, such as day care or home help services, must ensure that no conflict of interest exists with the employee's case load or their hours of work.

Employees who provide rental or lease arrangements with DHS clients must promptly report details of such transactions to the staff person responsible for determining the client's eligibility and to his or her supervisor.

PROCEDURE

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| Employee | 1. To obtain approval, employee must submit Request for Approval to Engage in Supplemental Employment, Form DHS-1507 , to the immediate supervisor. |
| Supervisor | 2. Recommends approval/disapproval of request.

Forwards all three copies of DHS-1507 to the work unit director i.e. Administration, Bureau, Office, County Office, or Institution Director for approval/disapproval. |
| Administration/
Bureau/Office/
County Office or
Institution Director | 3. Recommends approval/disapproval of request.

Forwards all three copies of DHS-1507 to the Office of Labor Relations. |
| Labor Relations | 4. Approves/disapproves request, and is the final department approval authority.

5. Distributes a signed copy to the employee, the supervisor, and Employee's Official Personnel Record. |
| Employee | 6. Upon receipt of an approved DHS-1507, may engage in Supplemental Employment under conditions specified in this handbook item and on the DHS-1507. |
| LEGAL BASE | MCL 15.341 - 15.348 or 1973 PA 196, as amended. |