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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 it is approved by the Executive Director and the outside employment does not create a conflict of interest or a distraction with the employee's duties at the PPB. Absenteeism caused by outside employment is considered a conflict of interest.

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, or supplies; or the prestige or influence of one's agency for private gain or advantage.

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-PPB-business point of contact.

Employees requesting approval for outside employment should complete the appropriate form and submit it to the Executive Director for approval.

Established: June 13, 2016  
Revised: November 5, 2018