



**State of Oklahoma  
Human Capital Management Division  
Office of Management and Enterprise Services  
Policies and Procedures  
Secondary Employment**

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<b>Effective Date of Policy: 11/01/2014</b>	<b>Next Scheduled Review: 11/01/2016</b>
<b>Prior Policy:</b>	<b>Policy Number: HCM-23</b>
<b>Last Reviewed: 11/01/2014</b>	<b>Replaces Policy Number:</b>
<b>Date Policy Last Revised: 11/01/2014</b>	
<b>Approved: Lucinda Meltabarger</b>	<b>Approval Date: 11/01/2014</b>

### **Purpose**

The purpose of this policy is to inform employees of the Office of Management and Enterprise Services ("OMES") of the position of the agency regarding secondary employment.

### **Definition**

"Secondary Employment" for purposes of this policy means any work, including but not limited to, free-lance employment, self-employment (including consulting), business sales solicitations, or any other type of work performed for compensation.

### **Policy**

Each employee's primary employment responsibility is to the Office of Management and Enterprise Services. Employees shall not engage in secondary employment that would interfere with their ability to effectively perform official duties for OMES or interfere with the agency's ability to fulfill its mission. Therefore, it is the official policy of OMES to reasonably limit and control secondary employment when it impairs the employee's ability to effectively perform his or her official duties, creates a conflict of interest, or is contrary to law or rule.

Other employment outside of this state agency is considered secondary employment. An employee must notify his/her supervisor before engaging in any secondary employment with another state agency.

This procedure is to ensure that an employee's secondary employment with another state agency does not cause a conflict concerning benefits eligibility.

Before accepting an offer of secondary employment, an employee must notify his or her supervisor and return a copy of the [OMES Secondary Employment Request form](#) to OMES Human Resources.

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Employees will not engage in, and must terminate any secondary employment which:

1. Results in performing the secondary work during regular OMES duty hours, including break periods;
2. Occurs on any premises owned, leased or managed by OMES;
3. Results in using any OMES vehicle, equipment, supplies, materials, files or information;
4. Results in excessive absenteeism, tardiness, non-availability, or negatively impacts the employee's or another employee's ability to perform his or her official duties for OMES;
5. Is prohibited by law or rule;
6. Uses the employee's position with OMES or access to resources and information to acquire any advantage in the secondary employment; or
7. Creates a conflict of interest or creates an appearance of a conflict of interest.

Violation of this policy may result in disciplinary action, up to and including termination.