

| INDIANA DEPARTMENT OF CHILD SERVICES<br>ADMINISTRATIVE POLICIES AND PROCEDURES   |                                 |              |
|--|---------------------------------|--------------|
| Policy Number: HR-3-5  | Effective Date: January 1, 2025 | Version: 3.0 |
| <b>POLICY TITLE: SUPPLEMENTAL EMPLOYMENT</b>   |                                 |              |
| <b>OVERVIEW:</b> Department of Child Services (DCS) employees may engage in supplemental employment subject to applicable Indiana law, rules, policy, and DCS Code of Conduct. Employees must get approval prior to engaging in such outside employment. |                                 |              |

## I. DEFINITIONS

- A. Supplemental employment (outside employment): Receiving compensation for services rendered from an employer other than the DCS.
- B. State property: Materials, supplies, equipment, funds, and facilities that are owned by the State of Indiana.

## II. REFERENCES

- A. [IC 4-2-6-5.5: Conflict of interest; advisory opinion by commission](#)
- B. [IC 4-2-6-9: Conflict of economic interests; commission advisory opinions; disclosure statement; written determinations](#)
- C. [42 IAC 1-2: Purpose](#)
- D. [42 IAC 1-5: Ethics Rules](#)
- E. [42 IAC 1-5-5: Outside employment](#)
- F. [DCS Code of Conduct](#)

## III. STATEMENTS OF PURPOSE

- A. DCS employees **shall not** have any supplemental employment or hold any contractual relationship that is:
  - 1. With any business entity, agency, or individual that/who is subject to regulation by, or is doing business with, DCS; **or**

**Exception:** A DCS employee **may**, with their supervisor's and Local Office Director's (LOD's) or Deputy Director (for Central Office staff) approval, hold supplemental employment with an entity fitting under 1 above if:

- a. The employee is pursuing licensure as a licensed clinical social worker (LCSW), licensed mental health counselor (LMHC), and/or licensed marriage and family therapist (LMFT),
- b. The supplemental employment is required to meet clinical hour licensure requirements, and
- c. All required documentation completed by the employee has been approved, including the [Supplemental Employment Authorization](#) form and the Clinical Hours Licensure Agreement. Once the clinical licensure hours are completed, the employee may no longer maintain the outside employment.

**Note:** While pursuing licensure, the DCS employee may not work with any youth or family currently involved with DCS or is known by the employee to have past involvement with DCS.

- 2. Capable of causing a continuing or recurring conflict between the employee's private interests and the performance of their responsibilities to DCS, or that would impede the full and faithful discharge of their public duties.

**Note:** While some state education institutions contract with DCS, this exclusion does not apply to state education institutions. DCS staff shall submit supplemental employment requests with these entities to their supervisor for review and discussion (e.g., adjunct instruction).

- B. DCS employees **may not** seek supplemental employment with the following:
1. Law enforcement;
  2. Jails/prisons;
  3. Community release/correction centers;
  4. Probation/parole departments;
  5. Courts;
  6. Prosecutor's office;
  7. Public defender's office;
  8. Emergency medical services (EMS) (e.g., emergency medical technicians [EMT]) in the county where the DCS employee works; and/or
  9. Other state agencies if it is not allowed by any other state agency or law.

**Note:** This list is not comprehensive and may be modified by DCS at any time.

- C. DCS employees wishing to engage in supplemental employment outside of their respective positions with DCS must ensure that such additional employment does not interfere with their ability and availability to perform their job responsibilities with DCS, including scheduled work time and overtime requirements.

**Note:** DCS employees may not be working supplemental employment while they are waiting to engage and/or on call.

- D. Any supplemental employment shall not constitute a real or apparent conflict of interest and shall not require the use of State space, property, personnel, time, equipment, or supplies.
- E. DCS employees may not solicit products/services, or charitable contributions, during work hours. Supervisors may not solicit their direct reports under any circumstances.

**Note:** The display of promotional materials (flyers, brochures) is limited to break areas.

#### IV. PROCEDURE

- A. The [Supplemental Employment Authorization](#) form should be completed as follows:
1. All DCS employees considering supplemental employment (including temporary employment) must complete Part A of the [Supplemental Employment Authorization](#) form and submit it to their immediate supervisor prior to accepting a position with an employer other than DCS;
  2. The employee's immediate supervisor will complete Part B of the [Supplemental Employment Authorization](#) form and:
    - a. Email the form to the [DCS Ethics Officer](#) for approval if the supervisor selects Box A, or
    - b. Provide a response to the employee and keep a record of the form in the

employee's case file if the supervisor selects Box B (denying the supplemental employment).

3. The DCS Ethics Officer will:
  - a. Approve or deny the employee's supplemental employment or request further assistance from the [Indiana Office of Inspector General](#), and
  - b. Email the completed [Supplemental Employment Authorization](#) form to the employee, the employee's immediate supervisor, and to [Human Resources](#).
4. The employee shall complete Part D of the original approved [Supplemental Employment Authorization](#) form when the supplemental employment ceases, and the employee will submit the form via email to their immediate supervisor, the [DCS Ethics Officer](#), and to [Human Resources](#).

**Note:** In the event a DCS employee is presently engaged in supplemental employment that was not previously approved, the employee is to immediately complete the [Supplemental Employment Authorization](#) form. Should the request be denied, the employee shall be advised to cease supplemental employment.

- B. If a DCS employee is seeking supplemental employment with an entity listed as an exception outlined in the Statements of Purpose, the Clinical Hours Licensure Agreement form should be completed as follows:
  1. The employee shall complete Part A of the Clinical Hours Licensure Agreement form and include the contact information of both their direct supervisor at DCS and the supervisor where the DCS employee is pursuing clinical hours;
  2. The supervisor where the employee is pursuing clinical hours will complete Part B of the Clinical Hours Licensure Agreement form and maintain a copy of the form for their records; and
  3. The employee's direct supervisor at DCS will complete Part C of the Clinical Hours Licensure Agreement form and place in the employee's personnel file.
- C. Violation of this procedure may result in appropriate disciplinary actions.

## V. FORMS

- A. Clinical Hours Licensure Agreement (SF )
- B. [Supplemental Employment Authorization](#)

APPROVED: December 18, 2024  
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Department of Child Services