

**INDIANA DEPARTMENT OF CHILD SERVICES
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: HR-3-5 Effective Date: May 1, 2022 Version: 2.0

POLICY TITLE: SUPPLEMENTAL EMPLOYMENT

OVERVIEW: 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: Ethics and Conflicts of Interest](#)
- 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](#)

III. STATEMENTS OF PURPOSE

- A. No employee of DCS shall 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**
 - 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.
- B. DCS employees wishing to engage in supplemental employment outside their respective positions with DCS must assure 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.
- C. 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. DCS employees may not solicit products/services, or charitable contributions, during work hours. Supervisors may not solicit their direct reports under any circumstances. The display of promotional materials (flyers, brochures) is limited to break areas.

IV. PROCEDURE

- A. 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.
- B. The employee's immediate supervisor will complete Part B of the [Supplemental](#)

[Employment Authorization](#) form:

1. If the supervisor selects Box A, the supervisor will forward the form via email to the [DCS Ethics Officer](#) for approval.
 2. If the supervisor selects Box B (denying the supplemental employment), the supervisor will provide a response to the employee, and keep a record of the form in the employee's case file.
- C. The DCS Ethics Officer may approve or deny the employee's supplemental employment or request further assistance from the [Indiana Office of Inspector General](#).
- D. The DCS Ethics Officer will email the completed [Supplemental Employment Authorization](#) form to the employee, the employee's immediate supervisor, and to [Human Resources](#).
- E. When the supplemental employment ceases, the employee shall complete Part D of the original approved [Supplemental Employment Authorization](#) form and submit it via email to their immediate supervisor, the [DCS Ethics Officer](#), and to [Human Resources](#).
- F. 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.
- G. Violation of this procedure may result in appropriate disciplinary actions.

V. FORMS

[Supplemental Employment Authorization](#)

APPROVED: 3/8/2022
Eric Miller, Chief of Staff
Department of Child Services