



## Arkansas Department of Community Correction

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### ADMINISTRATIVE DIRECTIVE 13-07 SECONDARY EMPLOYMENT

**TO: DEPARTMENT OF COMMUNITY CORRECTION EMPLOYEES**

**FROM: DAVID EBERHARD, DIRECTOR**

**SUPERSEDES: AD 01-06**

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**APPROVED: Signature on File**

**EFFECTIVE: June 3, 2013**

**I. APPLICABILITY.** This policy applies to all Department of Community Correction (DCC) employees.

**II. POLICY.** As a Department of Community Correction (DCC) employee, your primary duty, obligation and responsibility are to the DCC. However, when permission is granted, you may engage in secondary employment within established guidelines.

### **III. GUIDELINES.**

**A. Obligation to DCC.** DCC is your primary employer so your primary duty, obligation and responsibility are to the DCC. Employees in certain positions are subject to be called in to work as necessary, for example, when there is an emergency or staff shortage. In such instances, if you are working a secondary job, you are expected to leave that job and report to your DCC job.

#### **B. Secondary Employment Rules.**

1. You must obtain approval before you work a secondary job by processing the "Secondary Employment Request" form.
2. You must promptly tell your supervisor about relevant changes
3. Your secondary employment must NOT conflict with DCC employment, negatively reflect on the DCC, or adversely affect your ability to perform duties for the DCC
4. You are prohibited from reporting to work with a secondary employer while on limited duty/administrative assignment or on catastrophic, family medical, or sick leave.

**C. Concurrent State-Funded Employment Rules.**

When working in another State-funded job, in addition to following “Secondary Employment Rules” you must obtain concurrent employment approval prior to working by submitting the “Secondary Employment Request” form through your supervisor to the DCC Human Resources Administrator who will request approval of the Chief Fiscal Officer of the State.

**D. Supervisors.**

1. You must have a working knowledge of this and related policies.
2. You must ensure to the best of your ability that an employee’s secondary job does not conflict with DCC employment.
3. You must review and make a recommendation on secondary employment requests and notify the employee of the final decision.
4. You must keep a current record of any relevant information provided by employees.

**IV. ATTACHMENT.**

AD 13-07 Form 1 Secondary Employment Request

**V. REFERENCES.**

State Personnel Policy on Concurrent Employment (DFA/OPM > State Personnel Policy)  
Concurrent Employment Definitions, Instructions, and Policies (DFA/OPM/Forms)  
Concurrent Employment Form (DFA/OPM/Forms)

**Arkansas Department of Community Correction  
SECONDARY EMPLOYMENT REQUEST**

I request approval to hold a secondary job with the agency or company indicated below.

Agency/Company Name: \_\_\_\_\_

Agency/Company Phone: \_\_\_\_\_

Secondary Employment Work \_\_\_\_\_

Phone at which I can be Reached: \_\_\_\_\_

Agency/Company Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated Duties: \_\_\_\_\_  
\_\_\_\_\_

Anticipated Schedule: \_\_\_\_\_

Will compensation from this employment be paid from State funds?     Yes     No

If "Yes," process this through your supervisor to the Human Resources Administrator at the Central Office.

I have read and will comply with the DCC Secondary Employment policy. I will update this information when there are relevant changes.

\_\_\_\_\_  
Employee's Signature                      Date Signed                      Employee's Printed Name

\_\_\_\_\_  
Supervisor's Signature                      Date Signed                      Supervisor's Printed Name

**CONCURRENT EMPLOYMENT**  
Use this section when compensation from this employment will be paid from State funds

This concurrent employment has been approved by the Office of Personnel Management with an expiration date of: \_\_\_\_\_

\_\_\_\_\_  
Human Resources Administrator                      Date Signed