



**JUSTICE CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**REFERENCES:  
9 KAR 1:050  
101 KAR 2:095(4)**

**CHAPTER: Administration**

**AUTHORITY: KRS 15A.065**

**SUBJECT: Outside Employment**

**POLICY NUMBER: DJJ 102.1**

**TOTAL PAGES: 2**

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**APPROVAL: Carey D. Cockerell**

**, COMMISSIONER**

**I. POLICY**

The Department of Juvenile Justice (DJJ) shall require staff engaged in outside employment to have the approval of the Commissioner or designee. Outside employment shall only be approved when it is not in conflict with the staff's duties consistent with the Executive Branch Code of Ethics.

**II. APPLICABILITY**

This policy shall apply to the Department of Juvenile Justice (DJJ) staff.

**III. DEFINITIONS**

Refer to Chapter 100.

**IV. PROCEDURES**

- A. The Commissioner or designee shall appoint an agency Ethics Officer.
- B. Staff seeking outside employment shall submit a signed and notarized Outside Employment Employee Request and Agency Response Form to their immediate supervisor for review. Supervisors shall forward completed forms to the Personnel Branch Manager.
- C. The staff shall attach to the Outside Employment Employee Request and Agency Response Form a copy of the staff's current position description.
- D. Staff signing the Outside Employment Employee Request and Agency Response Form acknowledges the following:
  1. The Employee shall not be involved in the department's decisions concerning the outside employer;

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2. If in the future the employee realizes that they may be involved in the department's decisions concerning the outside employer, the requesting staff shall immediately notify the department and take steps to avoid any conflict of interest;
  3. The Employee understands that outside employment shall not conflict with the work schedule or job duties as an employee of the department; and
  4. The outside employment shall not present an actual or perceived conflict of interest with the requesting staff's work schedule and official duty for the department.
- E. The appointing authority or designee shall review the request and consider the following factors:
1. The degree of separation between the staff's agency duties and decisions concerning the outside employer;
  2. The staff's level of supervisory or administrative authority, when applicable;
  3. Whether the outside employment may create an appearance of conflict of interest with the state duties or interfere or conflict with the staff's state duties; and
  4. Whether the staff is an auditor, inspector, or other regulatory personnel for the agency which the staff has requested approval for outside employment.
- G. The requesting staff shall receive a decision regarding the requested outside employment.
- H. Staff with an outside employment shall notify their immediate supervisor and the Personnel Branch of termination of employment via the Outside Employment Conclusion form. The form is located on the Department's Portal intranet.
- I. The Personnel Branch shall file quarterly with the Justice and Public Safety Cabinet, a list of staff that have been approved for outside employment, staff that have concluded outside employment, and the name of the outside employer for each staff for the preceding quarter.

## **V. MONITORING MECHANISM**

The Division of Administrative Services and Personnel Branch Manager shall be responsible for monitoring the outside employment process.