NORTH CAROLINA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
SECONDARY EMPLOYMENT POLICY

The employment responsibilities to the State are primary for any employee working full-time; any other employment in which that person chooses to engage is secondary. An employee shall have approval from the Division Director before engaging in any secondary employment. The purpose of this approval procedure is to determine that the secondary employment does not have an adverse effect on the primary employment and does not create a conflict of interest. These provisions for secondary employment apply only to non-State sources of income and do not include a second job or assignment paid from State funds; those conditions are covered by the policy on Dual Employment.

Policy of the North Carolina Department of Agriculture & Consumer Services

DEFINITIONS

- For the purpose of this policy - NCDA is considered to be the primary employer.
- Secondary employment is defined as any employment or activity for which the employee receives compensation from any source other than the State of North Carolina.

CRITERIA

No employee shall accept secondary employment with an enterprise that would:

1. Result in a conflict of interest, either directly or indirectly with the primary employment. (For the purpose of this policy, a conflict of interest is present when an employee is involved in outside employment activities which the employee is expected to perform as a part of his or her job with the NCDA, or when an employee is involved in the ownership, employed by, or connected with an activity which is subject to licensure or regulation by the Department, except where it is clearly evident that such involvement would not present a conflict of interest.)

2. Impair in any way the employee's ability to perform all expected duties, to make decisions and carry out in an objective manner the responsibilities of the employee's position.

GUIDELINES

1. This policy applies to all permanent, full-time and part-time employees within the Department.
2. Secondary employment requests must be approved prior to engaging in outside employment. Such requests shall be treated confidentially for all purposes other than review and action by appropriate officials.
3. Secondary employment shall not require the use of departmental space, personnel, time, equipment, or supplies.
4. All **NEW permanent** employees are required to complete a secondary employment form as part of their new employee orientation, whether they have secondary employment or not.
5. Updates are required annually **ONLY** for employees engaged in secondary employment and shall be submitted by January 31 each year. If at any time during the year changes occur in the type of employment, or increase in the number of hours worked, or change in the days of the week on which the work is to be performed, a new request form shall be submitted for approval. No person will henceforth be employed who is involved in outside employment that constitutes a conflict of interest in accordance with this policy.
6. Approval of secondary employment in previous years shall not entitle an employee to continue in such secondary employment in subsequent years if the Department shall determine, for any reason, that a conflict of interest exists.
7. Upon finding that the provisions of this policy are not being met, approval for secondary employment shall be withdrawn.
8. Employees violating this policy shall be subject to disciplinary action in accordance with the guidelines adopted by the State Personnel Commission.

RESPONSIBILITIES AND PROCEDURES

1. The responsibility for administering the Secondary Employment Policy is delegated by the Commissioner of Agriculture to the Division Heads.
2. The employee shall be responsible for initiating the request to participate in secondary employment.
3. Division Heads and supervisors shall review and act on all requests for approval of secondary employment.
4. Denial of a request for secondary employment is not a grievable issue.

NC DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
MEAT AND POULTRY INSPECTION DIVISION

SECONDARY EMPLOYMENT REQUEST FORM

1. Name of Employee:	2. Date:
3. Classification/Title:	4. Division:
5. Home Address:	

PLEASE CHECK ONE OF THE FOLLOWING:

☐ A. Yes, I DO have a second job. If you checked "yes", complete the following information. Return form to immediate supervisor.

☐ B. Yes, I have an update to my secondary employment status previously approved. Complete the following information. Return form to immediate supervisor.

☐ C. I no longer have a second job. Return form to immediate supervisor.

☐ D. I do not have a second job. (NEW EMPLOYEES ONLY)

In addition to my work with the North Carolina Department of Agriculture, I hereby request permission to accept other employment with:

1. Name of Employer *(Indicate if self-employed)*:	
2. Employer Address:	
3. My duties will be:	
4. Secondary work hours are normally from: _____ ☐ a.m. ☐ p.m. to _____ ☐ a.m. ☐ p.m.	5. Specify days each week:
6. Anticipate beginning and ending dates of secondary work:	

STATEMENT

I have read and understand the policy (see page 1) governing secondary employment and shall comply in all respects with the policy.

Signature of Employee	Date

APPROVAL/DISAPPROVAL

Recommend Approval: ☐ Yes ☐ No	Name of Immediate Supervisor	Signature of Immediate Supervisor	Date
Recommend Approval: ☐ Yes ☐ No	Name of Division Head	Signature of Division Head	Date
Acknowledgment:	Human Resources		Date