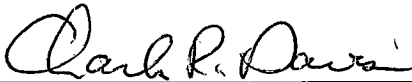


State of Louisiana
Office of the Lieutenant Governor
Department of Culture, Recreation and Tourism

Policy Name: *Outside Employment*
Policy Number: *HR Policy #2D-0115*
Effective Date: *July 15, 2011*
Revised Date:

Authorization:



Charles R. Davis, Deputy Secretary

I. POLICY

No employee of the Office of the Lieutenant Governor (OLG) or the Department of Culture, Recreation and Tourism (DCRT) may engage in outside employment activities, with or without compensation, which interfere with the performance of officially assigned duties, create a conflict of interest, bring discredit upon or cause unfavorable criticism of OLG/DCRT, require or appear to require use of information obtained in connection with official duties which is not generally available to the public, or conflict with state law or the Civil Service Rules.

II. PURPOSE

This policy is intended to prevent employees from seeking or participating in outside employment that is illegal or detrimental to OLG/DCRT's mission or public image.

III. APPLICABILITY

This policy applies to all OLG/DCRT employees except those who are members of the National Guard or a Reserve component of the Armed Forces.

IV. RESPONSIBILITIES

Employee -- An employee planning to engage or already engaged in outside employment must complete an Application for Outside Employment form for consideration by the Deputy Secretary. The information provided must accurately reflect the nature and scope of the intended outside employment activity. Employees shall not allow outside employment to interfere with their primary employment with OLG/DCRT.

Deputy Secretary -- The Deputy Secretary will make the decision to approve or deny the employee's request for outside employment. This decision will be final and binding such that the employee may be barred from such employment or may be required to terminate an existing employment relationship deemed by the Deputy Secretary to be unlawful, inappropriate or contrary to the interests of OLG/DCRT.

V. PROHIBITIONS

- Outside employment which violates any prohibition within the Code of Governmental Ethics (La. R.S. 42:1101 et seq.) will not be approved.
- Outside employment which constitutes prohibited dual employment (La. R.S. 42:61 et seq.) will not be approved.
- Outside employment shall not interfere with an employee's primary employment with OLG/DCRT.
- Employees are prohibited from utilizing OLG/DCRT property or equipment in furtherance of or in connection with outside employment. (Examples: vehicles, office space, computer/data processing, hardware, software, terminals, telecommunications equipment).
- Employees are prohibited from performing outside employment activities while on duty in their primary employment with OLG/DCRT.
- Employees are prohibited from engaging in outside employment activities that are not approved by the Deputy Secretary.

VI. VIOLATIONS

Violations of this policy will result in disciplinary action, up to and including termination from the classified service.

VII. QUESTIONS

Questions regarding this policy should be addressed to the Human Resources Director.