
OUTSIDE EMPLOYMENT

I. POLICY

The Department of Natural Resources (DNR) is committed to discharging its statutorily and constitutionally required responsibilities in the manner which best promotes and maintains the general public's confidence and trust in the department's employees and governmental decisions. To be certain that this occurs, no employee of DNR may engage in outside employment activities, with or without compensation, which interfere with the performance of assigned duties, create a conflict of interest, bring discredit upon or cause unfavorable criticism of DNR, require use of information obtained in connection with official duties which is not generally available to the public, cause overtime compensation requirements under the FLSA, 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 activities that are illegal, unethical, detrimental to DNR's mission or public image, or otherwise impair the public's confidence in the integrity of government.

III. APPLICABILITY

This policy applies to all DNR employees, regardless of status.

IV. PROCEDURE

- A. An employee planning to engage in outside employment must complete an Application for Outside Employment for consideration by the Appointing Authority and Human Resources Director. The information provided must accurately reflect the nature and scope of the intended outside employment activity. Employees must certify that their outside employment will not interfere with their primary employment with DNR.
- B. The employee's supervisor will review the Application for Outside Employment and indicate whether he/she recommends approval based on the employee's assigned duties and any potential conflicts associated therewith. Should the employee's supervisor fail to recommend approval, the employee is not prevented from advancing the request to the Appointing Authority and Human Resources Director for consideration.
- C. The Appointing Authority and Human Resources Director 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 outside employment deemed by either the Appointing Authority or Human Resources Director to be violative of the purpose and intent of this policy. Written approval of both the Appointing Authority and Human Resources Director is required prior to accepting and commencing outside employment. Furthermore, approval of outside employment may be revoked at any time as deemed appropriate and necessary by the Appointing Authority and/or Human Resources Director.

V. RECERTIFICATION

Every January, employees must certify their continued participation in any previously-approved outside employment activities to the Appointing Authority and Human Resources Director. The employee shall complete the Recertification section of the Application for Outside Employment and specifically identify any changes that have occurred since the request for outside employment was last approved.

VI. PROHIBITIONS

- A. Outside employment which violates any prohibition within the Code of Governmental Ethics ([La. R.S. 42:1101 et seq](#)) will not be approved.
- B. Outside employment which constitutes prohibited dual employment ([La. R.S. 42:61 et seq](#)) will not be approved.
- C. Outside employment which interferes in any way with an employee's primary employment with DNR will not be approved.
- D. Employees are prohibited from performing outside employment activities while on duty in their primary employment with DNR.
- E. Employees are prohibited from performing outside employment activities which create the potential for overtime requirements under the FLSA.
- F. Employees are prohibited from utilizing DNR property or equipment in furtherance of or in connection with outside employment (Examples: vehicles, office space, computer/data processing, hardware, software, telecommunications equipment, copiers, faxes, etc.).

VII. VIOLATIONS

Employees are prohibited from engaging in outside employment activities that are not pre-approved by the Appointing Authority and Human Resources Director. Violations of this policy will result in disciplinary action, up to and including termination.

VIII. QUESTIONS

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

IX. REVISION HISTORY

Date	Action
October 2001	Policy Established
December 2004	Policy Revised
March 2012	Policy Revised
February 2015	Policy Revised
April 2017	Policy Revised
April 2022	Policy Revised

AUTHORIZATION:

Thomas F. Harris, Secretary