
	<b>Effective Date:</b>	10-01-2015
	<b>Policy #:</b>	G-32
	<b>Supersedes:</b>	03-18-2013
<b>Subject:</b> <b>Supplemental Employment</b>		<b>Page:</b> 1 of 3

## **PURPOSE**

State employees may participate in supplemental employment if the conditions in this policy and applicable civil service rules are met. This policy provides a procedure to gain approval to engage in supplemental employment.

## **STANDARDS**


1. Supplemental employment is defined as any employment for pay, benefit, or personal gain outside the classified service.
  2. Supplemental employment may be approved by the Department of Licensing and Regulatory Affairs (LARA) Office of Human Resources (OHR) if the work does not pose a conflict of interest, as defined in Michigan Civil Service Commission [Rule 2-8](#) or conflict in any way with the satisfactory performance of the employee's duties.
  3. Supplemental employment cannot be conducted during regular work hours.
  4. An employee may not engage in supplemental employment while on sick leave, Medical Leave of Absence, or Family Medical Leave of Absence (FMLA) without prior written approval of LARA OHR.
  5. An employee may not use any LARA state funds, property, or equipment in or for the benefit of any supplemental employment.
  6. Employees must request and receive prior approval from the LARA OHR:
    - a. Before commencing supplemental employment.
    - b. Each January, when continuing supplemental employment for another year.
    - c. When transferring to a different work unit of the department and wanting to continue supplemental employment.
- Note: The MSEA C.B.A. contains modified provisions regarding Supplemental Employment approval; MSEA employees must adhere to contract provisions.
7. An employee does not need to obtain approval to engage in supplemental employment in the uniformed services.
  8. If LARA OHR determines that the activities connected with an employee's supplemental employment interfere in any way with the employee's duties, the employee must terminate the supplemental employment.
  9. A newly hired employee who is already engaging in supplemental employment must complete an application for supplemental employment authorization within 14 calendar days of hire.

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10. If there is a change in approved supplemental employment, the employee must complete and submit a new application for supplemental employment authorization within 14 calendar days.
11. The LARA OHR shall notify all employees each December of the need to file a new application for approval to engage in or continue supplemental employment.
12. Employees must submit a completed C-27 form, [Supplemental Employment Approval Request](#), to his/her supervisor to request approval for supplemental employment. Attorneys must also complete a signed [C-27a](#) or [C27b](#) form, Approval of Application for Supplemental Employment) with their request. (C-27a indicates that the employee will not seek bar dues reimbursement. C-27b does not contain that provision.)

## **PROCEDURE**

<b>Responsibility</b>	<b>Action</b>
Employee	Completes Section I of Form C-27 <a href="#">Supplemental Employment Approval Request</a> and forwards to immediate supervisor for review. Attorneys must also sign and submit Form <a href="#">C-27a</a> or <a href="#">C27b Supplemental Employment Approval Request</a> ).
Supervisory Levels	Reviews application for compliance with standards of this policy and <a href="#">Rule 2-8</a> and completes Supervisor Evaluation/Recommendation section of form. Forwards application to bureau director.
Bureau Director	Completes Bureau Director section. If disapproved, indicates reason for disapproval. Forwards application to LARA OHR.
LARA OHR	Reviews application and action taken at supervisory levels for compliance with standards of this policy and civil service rules. Indicates approval or disapproval and reason in Office of Human Resources section and provides copy to employee, supervisor and bureau director. Files original application in employee's personnel file.

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**ENFORCEMENT**

Violations of this policy may result in discipline, up to and including dismissal.