



## SUPPLEMENTARY EMPLOYMENT

Date:

October 18, 2021

By Direction Of:

Lucas M. Miller, State Inspector General

### A. Purpose & Scope.

The purpose of this policy is to define the Office of State Inspector General’s (OSIG) policy and procedure concerning supplementary employment.

### B. Policy.

The Office of State Inspector General follows the policy found in [Management Directive 515.18 Amended, Supplementary Employment](#), and in accordance with [Executive Order 1980-18, Code of Conduct](#) including [Revision No. 1](#) and [Revision No. 3](#).

Commonwealth employment is the primary employment of all OSIG employees. Employees must request approval to engage in any supplementary employment. All supplementary employment will be reviewed annually.

The OSIG will not approve supplementary employment where the employee would be serving in a position that is limited or full law enforcement or any other type of employment that may be in conflict with the employee’s assigned duties.

### C. Procedures.

All newly hired OSIG employees who are working in other employment at the time of their hiring, such as part-time or seasonal work, must complete a [Supplementary Employment Request](#) form during their first week of employment. Approval must be received by both OSIG and the Office of Administration (OA) to continue with any existing supplemental employment as an OSIG employee.

Existing OSIG employees must submit a [Supplementary Employment Request](#) form when obtaining new supplemental employment. Employees will not begin any supplementary employment until they are notified that their supplementary employment request is approved by both OSIG and OA.

All employees must complete a new [Supplementary Employment Request](#) form for previously-approved supplementary employment when any changes occur in the supplementary employment, including changes in hours or days worked, job duties, promotions, or demotions.

All employees must inform OA and OSIG of the termination of their supplementary employment.

Employees must submit their completed [Supplementary Employment Request](#) form directly into Employee Self Service (ESS) by logging into <http://www.myworkplace.state.pa.us/>.

- Detailed instructions are included with the request form, or employees may access the following desk reference on IGSNet: Submitting a Supplementary Employment Request into ESS.

Requests will be reviewed by the Bureau of Administration, Policy and Training (BAPT), the employee's chain of command, OSIG Legal, and the State Inspector General. OSIG will provide its approval, approval with conditions, or disapproval to OA. OA will process the request with OSIG and inform the employee of the decision.

Note: Conditions which may be placed on approved requests are to ensure supplementary employment activities do not conflict with OSIG and/or Commonwealth operations and investigations.

Employees must forward their notice of approval from OA to their supervisor and BAPT. BAPT is responsible for maintaining records of approved supplemental employment for the agency.

#### Requests for Review

Employees may, within ten workdays of receiving a final disapproval, seek review by the Secretary of Administration by submitting a Supplementary Employment Request for Review ([STD-357](#)); or appeal as appropriate through the collective bargaining agreement.

#### **D. Additional Information.**

Any questions regarding this policy should be directed to your immediate supervisor.

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