

Other Employment Tip Sheet

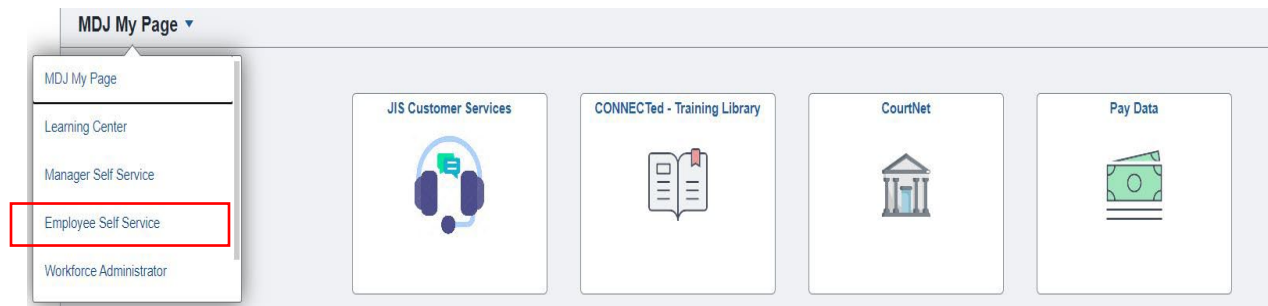
The Judiciary recognizes that employees sometimes seek additional employment or pursue activities outside their normally scheduled Judiciary workday to earn additional income or to develop new skills and experience.

An employee is prohibited from engaging in any business, trade, occupation, profession, or activity (including, but not limited to, volunteer activity) that the Judiciary determines will: (A) Bring the Judiciary into disrepute; (B) Discredit the individual as an employee of the Judiciary; (C) Interfere with the performance of the employee's Judiciary duties; (D) Present a conflict of interest; (E) Result in misuse of Judiciary property or funds; (F) Result in use of the Judiciary position for personal gain; or (G) Violate Judiciary policy or procedure.

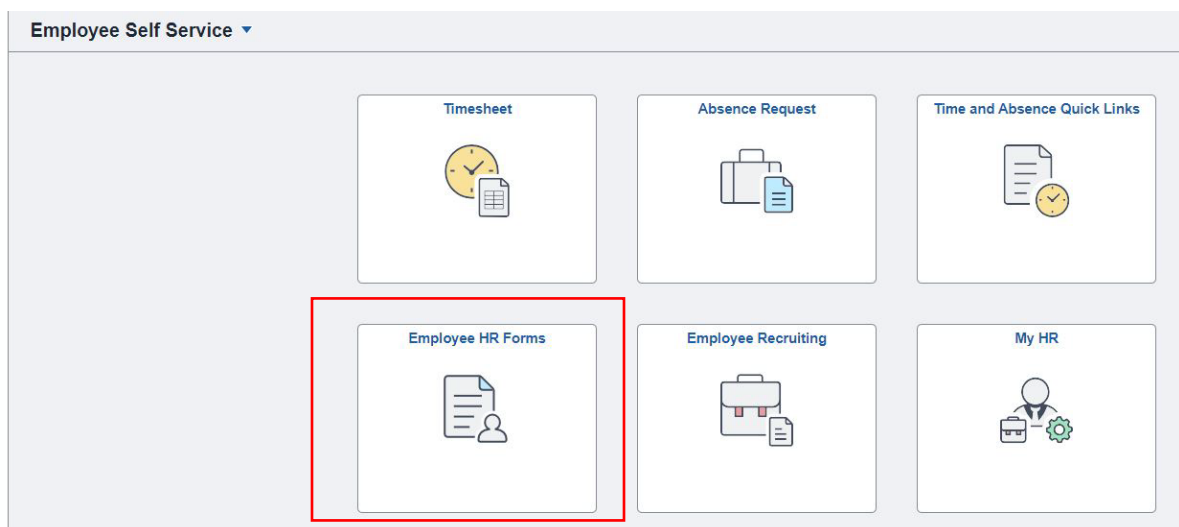
This tip sheet details the procedures re: other employment.

- If searching for the approval status of a submitted form, select “Find an Existing Value” in Step 4. Then, click “Search.”
- If you're seeking what you currently have on file, proceed to Step 10.

1. From the MDJ My Page, click the drop down and select Employee Self Service.



2. Select the tile “Employee HR Forms.”



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3. In the left margin select “Other Employment/Activity.”

Search/Fill a Form
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Sequence Number =

Subject begins with

Document Key String begins with

Priority =

Due Date =

Approval Status =

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

4. If adding a new entry, select the tile “Add a New Value.”

Search/Fill a Form
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Sequence Number =

Subject begins with

Document Key String begins with

Priority =

Due Date =

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Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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5. Verify that your name, location, and position title is correct.

Other Employment/Activity

*Subject

Status Initial

*Emplid

*Name

*Location

*Current Position

6. Complete the form:

- a. **Employer:** List the Employer of your secondary job or name of venue where performing outside activity. For example, if you teach part-time, list the name of the school. If you are volunteering, list the name of the organization.
- b. **Position:** List the job title of your secondary position, or volunteer position.
- c. **Start Date:** Enter the date you started working with the company or organization.
- d. **Paid/Unpaid:** Select whether it is a paid or unpaid position.
- e. **Hrs:** List the hours that you work and state whether it is weekly or monthly.
- f. **Position Duties:** Provide a description of your job duties of the secondary employment or other activity while working or volunteering. If you need additional space, use the “More Information” area at the bottom of the form.

Secondary Employment / Outside Activity

*Employer

*Start Dt 31

Enter work hours as daily, weekly, or monthly (ex. 8 hours per day)

*Hours

Is this position paid or unpaid?

*Pd/Unpd

*Position

*Position Duties

254 characters remaining

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7. Click on the link for Policy on Other Employment and Outside Activity and review the policy.

Is this position paid or unpaid?

*Pd/Unpd

*Position

*Position Duties

254 characters remaining

Click to review the [Policy on Other Employment and Outside Activity](#)

8. After reviewing the policy, place a check mark in the box indicating that you affirm by submission that you have read the provided policy on Other Employment and Outside Activity*

I affirm by submission that I have read the provided policy on Other Employment and Outside Activity and understand that:

- Other employment or outside activity is prohibited during any calendar day when the employee is on leave from his or her Judiciary job due to illness or injury.
- Employees may not use Judiciary time or property in the pursuit of private business or other employment or outside activity.
- Current employees must notify the administrative head in advance and in writing of any outside activity that may violate Section (d)(1) of the policy on Other Employment and Outside Activity.
- If it is determined that the other employment or outside activity does not meet the provisions of this policy, the employee must discontinue within two weeks either his/her other employment or outside activity or his/her employment with the Judiciary.

Click here to affirm.

9. * If you obtain a State Ethics opinion, attach the result to the attachment tab in the original form. To access the original form, proceed through the same navigation and select the tab 'Find an Existing Value,' then click search. You will see the existing form in the list. Click to select the form, then click on the attachments tab at the top of the form.

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- Grievance/Disiplinary Appeal
- Request AWS
- Telework Agreement
- Confidentiality Agreement
- Other Employment/Activity**
- Affirmation of Exemption

Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Sequence Number =

Subject begins with

Document Key String begins with

Priority =

Due Date =

Approval Status =

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Form Instructions Attachments

Seq Nbr 39950 **Other Employment/Activity**

*Subject

Download Templates Personalize | Find | View All | First 1 of 1 Last

Description	Attached File	Open
1 otheremploymentoutsideactiviti	otheremploymentoutsideactivities.pdf	Open

Upload your attachments Personalize | Find | View All | First 1 of 1 Last

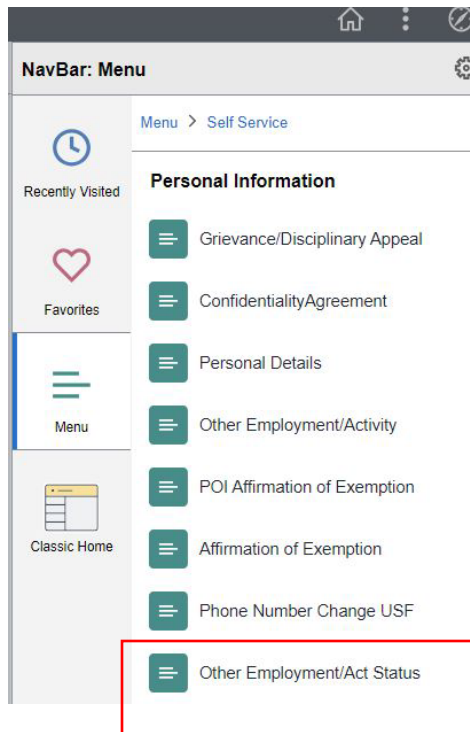
*Description	Attached File	Attach	Open		
1 <input type="text"/>		Attach	Open	+	-

Return to Search

Note: If it is determined that the other employment or outside activity does not meet the provisions of the policy on Other Employment and Outside Activity, the employee must discontinue within two weeks either their other employment or outside activity or their employment with the Judiciary.

- To view stored information, click the NavBar in the upper right corner, and follow the breadcrumbs of HCM > Self Service > Personal Information > Other Employment/Act Status

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The breadcrumbs should lead to the ability to view stored information.

Other Employment/Activity

Empl ID

Location

Position

Form Seq Nbr	Effective Date	Employer	Start Date	Status	Position	Position Duties
39950	01/01/2020	The Cat Place	01/01/2020	Active	Cat walker	test
40132	01/14/2014	RST CORP	01/14/2014	Active	TEST	VOLUNTEER

If you have additional questions, please contact Employee Relations at 410-260-1732 or the Connect Service Desk at 410-260-6550.