

Finance and Administration Cabinet STANDARD PROCEDURE		ISSUED BY: Executive Management
PROCEDURE #1.4	SUBJECT: Outside Employment	
EFFECTIVE DATE: 3/6/2014		
CONTACT: Ethics Officer, Office of General Counsel		LOCATION: Capitol Annex, Room 392 PHONE: 502-564-6660

STATEMENT OF AUTHORITY

1. The Finance and Administration Cabinet's Standard Procedures Manual establishes standard mandatory internal procedures cabinet-wide. These procedures are established in accordance with the Secretary's statutory authority under KRS 42.014 and KRS 12.270 to establish the internal organization and functions of the Cabinet as necessary to perform the duties effectively.
2. The Standard Procedures Manual may only be revised in accordance with the process outlined in Standard Procedure #1.1 entitled: "Finance Standard Procedures and Manual".

I. PURPOSE

In order to insure compliance with statues governing ethics and conflicts of interest, the Finance and Administration Cabinet (Cabinet) requires employees to abide by the following procedure prior to accepting outside employment.

II. PROCEDURE

A. Request Approvals

1. Before accepting outside employment, the employee shall:
 - a. Determine in his or her own mind or after consulting with the immediate supervisor or [published ethics opinions](#), that the job creates no conflict of interest with present job duties and responsibilities, and
 - b. Submit a completed [Request for Approval of Outside Employment \(Form SP7.100041\)](#) to his or her immediate supervisor.
2. The Request for Approval of Outside Employment form shall be reviewed and completed by the immediate supervisor, second-line supervisor and agency head. If at any level the recommendation is not approved, a written explanation shall be provided.
3. The agency head shall then submit the completed Request for Approval of Outside Employment form to the Ethics Officer, Office of General Counsel.

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4. The Ethics Officer shall review the request to determine if a conflict of interest exists, and make the appropriate final recommendation to the Cabinet's appointing authority. If there is no consensus approving the outside employment, the appointing authority shall make the final agency decision either approving or not approving the requested outside employment.

B. Denial Appeal

1. Should the Cabinet refuse to approve the requested outside employment, the employee may submit the request to the [Executive Branch Ethics Commission](#).
2. Should the Executive Branch Ethics Commission refuse to approve the requested outside employment, the employee shall be bound by the decision of the Commission.

III. DISCIPLINARY ACTION

Any employee who does not seek a determination by the Executive Branch Ethics Commission and fails to abide by the determination of the Cabinet denying approval for outside employment may be subject to disciplinary action by the Cabinet, which include, but is not limited to, reprimand, suspension or dismissal.

IV. FORMS

[Form SP7.100041: Request for Approval of Outside Employment](#)

V. REFERENCES

[KRS 11A.040\(10\)](#)

[9 KAR 1:050](#)

[Executive Branch Ethics Commission opinions](#)

[Executive Branch Ethics Commission website](#)

VI. INQUIRIES

Questions concerning this policy or any of the procedures set forth above can be answered by the Ethics Officer, Office of General Counsel.