

SAMPLE – Secondary Employment Agreement

Your request for determination regarding your secondary employment has been reviewed and has been approved with the following restrictions. You shall...

- ◇ perform the duties of employment with the secondary employer, **[name]**, only during non-scheduled work time, unless during previously approved annual leave or on a State holiday;
- ◇ not use State time, supplies or equipment to perform work for the secondary employer;
- ◇ not permit your duties with the secondary employer to interfere with any of your assigned duties and responsibilities as with the **[agency/department name]**;
- ◇ not use or appear to use material in any format obtained through official State duties;
- ◇ not perform duties of employment with the secondary employer in such a manner as may reasonably be regarded as official State action;
- ◇ terminate your secondary employment at any such time the **[agency/department name]** determines that your work performance becomes unsatisfactory; and,
- ◇ terminate your secondary employment at any such time the **[agency/department name]** determines that the outside employment conflicts with the interests of the agency as provided in Section 17.1 of Personnel's *Administrative Rule*, W. VA. CODE R. § 143-1-1 *et seq.*

Materials used in performance of work for the secondary employer are subject to review at random or upon reasonable suspicion of violation of the above restrictions.

[NOTE: Revised 6/2013. Ensure law, rule, and policy language is current.]