


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Outside Employment	POLICY NO: AD-HR-08	Page 1 of 2
RESPONSIBILITY: Personnel		
APPROVED BY:  MAY 14 2018 DIRECTOR	EFFECTIVE: 3/26/1993	
	LAST REVIEWED/REVISED:	

PURPOSE:

To set guidelines that will facilitate approval for a second job as long as it does not interfere with departmental work.

POLICY

- A. Pursuant to 4 GCA, Ch. 4, § 4105 (d) (4), employees are allowed to seek outside employment or work second jobs, provided it's not in conflict with their government scheduled duty service, nor would it bring the government of Guam or its employees into disrepute.
- B. Any employee may undertake a second outside employment only after application for outside employment was approved by the employee's supervisor and GBHWC Director, consent or approval may not be unreasonably withheld. GBHWC will take precedence over any employees approved outside employment.
- C. No leave of absence, with or without pay, shall be authorized where it appears or was discovered that it was requested for the purpose of allowing the employee to work at his/her outside employment. Any violation of such leave request shall be subject to Adverse Action Procedure.
- D. In the case of an employee placed on furlough, the Furlough Policy shall govern.

PROCEDURE:

- 1. Employees who wish to work outside the Department will complete and submit a Request for Approval for Outside Employment and Business Activities standard form to their Supervisor.
- 2. The Supervisor reviews and either approve or disapprove the employee's request by marking the appropriate box in the request form.
- 3. The Supervisor will then submit the request to the Director for final approval.
- 4. The Director reviews and either approve or disapprove the employee's request by marking the appropriate box.
- 5. The application will be sent to DOA-HR-EMR for review. When the request is cleared and no corrections are needed, a copy will be sent to the Employee and the Supervisor.
- 6. The request shall be renewed on an annual basis.

REFERENCE(S):

Gov. of Guam Department of Administration. (n.d.). 7.950 Outside Employment. In *Personnel Rules and Regulations*.

Gov. of Guam Dept. of Administration. (n.d.). Employee Furlough Procedure. In *Personnel Rules and Regulations*.

Gov. of Guam Dept. of Administration. (n.d.). Leave of Absence. In *Personnel Rules and Regulation*.

Guam Code Annotated. (n.d.). Chapter 4 Personnel Policy and The Civil Service Commission section 4105 Department Rules (d) (4). In *4GCA Public Officers & Employees*.

ATTACHMENTS:

Request for Approval for Outside Employment and Business Activities standard form

FOR DOA USE ONLY

HRD JACKET NO _____

CONTROL NO.: _____

PROCESSED BY: _____

REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT AND BUSINESS ACTIVITIES

() New Application	() Renewal	Date:
Name of Employee	Department	SS No:
Position Title	Work Schedule (Specify Days and Time):	

OUTSIDE EMPLOYMENT AND BUSINESS ACTIVITY INFORMATION

Employer:	Location:
Nature of Work:	Contact No.:
Work Schedule (Specify Days and Time):	Desired Employment Date (Must not be prior to approval of this request):

I have read and understood the provisions of Chapter 7.950 of the Department of Administration's Personnel Rules and Regulations. If there should be any changes to this request, I must notify the Director, Department of Administration.

(EMPLOYEE SIGNATURE)

<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED _____ DIVISION HEAD/SUPERVISOR'S SIGNATURE / DATE	REMARKS:
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED _____ DEPARTMENT HEAD SIGNATURE / DATE	REMARKS:

cc: Human Resources Division - DOA

RECEIVED BY
GUAM BEHAVIORAL

GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER
REVIEW AND ENDORSEMENT CERTIFICATION

88

MAR 23 PM 2:30

DO#042315-004

HEALTH & WELLNESS

CENTER

The signatories on this document acknowledge that they have reviewed and approved the following:

Policy and Procedure

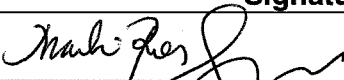
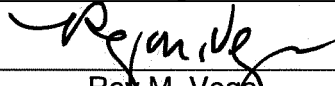
Submitted by: Human Resources

Protocol/Form

Policy No: AD-HR-08

Bylaws

Title: Outside Employment

Reviewed/Endorsed Title	Date	Signature
	3/30/2018	
	Name Title	Maelle Rose Sampson Human Resources
Reviewed/Endorsed Title	Date	Signature
	MAY 14 2018	
	Name Title	Rey M. Vega Director