

## Administrative Policy No. 18.18

**Subject:** Outside Employment

**Information Contact:** DSHS Human Resources

**Authorizing Source:** [RCW 42.52](#)

**Effective Date:** July 1, 2005

**Revised:** March 15, 2023

**Approved By:** Original signed by Wendy Long  
Senior Director, DSHS Human Resources

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### Purpose:

This policy establishes Department of Social and Health Services (DSHS) requirements to approve outside employment by DSHS employees, interns, and volunteers.

### Scope:

This policy applies to all DSHS employees, interns, and volunteers who hold, or intend to hold, employment outside of the agency. This policy also applies to DSHS employees whose spouses, domestic partners or household members are private business owners.

### Additional Guidance:

Administrative policy

[18.60 Employee relationships with clients, vendors, and outside organizations](#)

[18.64 Standards of ethical conduct for employees](#)

[18.91 Use of resources](#)

### Definitions:

**Compensation:** Anything of economic value, regardless of form, that is paid, loaned, granted or transferred, or promised to be paid, loaned, granted or transferred, or in consideration of services to any individual, partnership, association, corporation, firm, institution, or other entity, whether or not operated for profit.

**Outside employment:** Work that results, or is intended to result, in compensation or reward, regardless of the number of hours worked, and includes, but is not limited to:

1. Private or self-employment (to include consultation, sales, property rentals, etc.);
2. Ownership or operation of a private business by an employee, spouse, domestic partner, or household member. Household member is any persons who reside in the same home who have reciprocal duties to and do provide financial support for one another. The term does not include persons sharing the same house when the living style is primarily that of a dormitory or commune;
3. Employment as a consultant or advisor;
4. Employment in another DSHS subdivision, another government or state agency, or non-profit organization;
5. Personal service contracts with the state;
6. Employment with persons or organizations who are clients of, do business with, or try to influence policies or regulations in which DSHS has an interest; or
7. The performance or non-performance of any activity, transaction or professional activity, which causes a person or entity to provide an employee of DSHS with anything of economic value, regardless of form, in consideration for the performance or non-performance of such activity, transaction, or professional activity.

**Policy:**

- A. A DSHS employees, interns, or volunteers may engage in outside employment that does not interfere with the performance of their official duties or result in a conflict of interest under:
  - a. [Chapter 42.52 RCW](#) – Ethics in public service;
  - b. [Administrative policy 18.60](#) - employee relationships with clients, vendors and outside organizations;
  - c. [Administrative policy 18.64](#) - standards of ethical conduct for employees; or
  - d. Applicable [collective bargaining agreements](#).
- B. New DSHS employees, interns, or volunteers holding outside employment must submit a completed [notification of outside employment form](#) (DSHS 03-023) to their supervisor within 30 calendar days of entering DSHS employment.
- C. DSHS employees must notify their immediate supervisor of the employee's intent to gain outside employment using the [notification of outside employment form](#).

- D. DSHS interns or volunteers must notify their designated appointing authority of their intent to gain outside employment using the notification of outside employment form.
- E. Employees, interns, or volunteers currently engaged in outside employment must update and submit the [notification of outside employment form](#) to their supervisor annually.
- F. Employees, interns, or volunteers must submit a new [outside employment form](#) to their supervisor within 30 calendar days if the duties of the outside employment changes significantly.
  - a. Employees, interns, or volunteers must immediately notify their supervisor or appointing authority if the outside employer has set any limitations regarding the ability to perform official duties at DSHS.
- G. The supervisor will recommend to the appointing authority whether the outside employment is a conflict of interest or will interfere with the performance of official duties. When appropriate, the immediate supervisor should seek guidance from the next higher-level supervisor in the chain-of-command or DSHS human resources.
- H. DSHS employees, interns or volunteers must submit an [outside employment form](#) if their spouse, domestic partner, or household member is a private business owner, whether or not they perform work for the privately owned business. The supervisor will recommend to the appointing authority whether the spouse or domestic partner's business is a conflict of interest or may interfere with the performance of official duties.
- I. The appointing authority determines whether the spouse's, domestic partners' or household members outside employment or business is a conflict of interest or will interfere with the performance of official duties. The appointing authority may, at any time, require re-application or may withdraw approval for any situation determined to present a perceived, potential, or actual conflict of interest.
- J. Employees may submit a written request for reconsideration if their outside employment or spouse's, domestic partner's or household members business is determined to be a conflict of interest or interferes with the performance of their official duties.
  - a. The next step in the chain of command after the appointing authority who determined a conflict of interest existed will reconsider the request for outside employment and make a final determination.
  - b. The secretary, chief of staff, deputy chief of staff, assistant secretaries, senior directors, division directors, institutional superintendents, or hospital chief

executive officers, may determine whether actions can be taken to remove the conflict of interest or interference with official duties caused by the outside employment or business. DSHS human resources will be consulted when appropriate.

- K. If the outside employment or business will or does interfere with the performance of the intern or volunteer duties, it must be resolved to the satisfaction of the appointing authority within 30 calendar days of receiving the determination.
- L. If the outside employment or business will or does interfere with the performance of official duties, the employee must resolve the interference to the satisfaction of the appointing authority within 30 calendar days of receiving the determination. If not, the employee will be subject to disciplinary action up to and including dismissal.

DSHS Official