

DIRECTIVE NUMBER 300-10-12

DATE: February 14, 2013

TO: All Kansas Department of Labor Employees

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Employment Outside the Kansas Department of Labor

1.0 Purpose

1.1 To state agency policy on outside employment.

2.0 Policy

2.1 Outside employment by any Kansas Department of Labor employee must not conflict in any manner with the mission or operations of any program in the Department.

2.2 Employment outside the Kansas Department of Labor must not be performed during the employee's normal working hours.

2.3 Employment outside the Kansas Department of Labor must not interfere in any way with the employee's work within the Department.

2.4 Employees shall not solicit co-workers on behalf of any business enterprise during working hours.

3.0 Action Required

3.1 Advise all employees of the contents of this Directive.

4.0 Inquiries

4.1 HR Office (785) 296-5000 ext2565, human.resources@dol.ks.gov

5.0 Revision History

5.1 April 2016

5.2 January 2017

Signature on file

Lana Gordon, Secretary of Labor

Rescissions: 300-21-99

Expiration Date: Continuous