



Employment Policies for the State of North Dakota

ADDITIONAL EMPLOYMENT

Effective Date: 10/1/2018

The State of North Dakota, as the employer, has established an additional employment policy that applies to all employees regardless of status. Employees may seek a second job or additional employment opportunity or may consider starting a business provided it will not create a conflict of interest between the employee and the employing agency.

Employees must inform their supervisor and Human Resources, in writing or via email, of the additional employment or personal business prior to any work being done for the other employer. Notification to the employing agency must include the name and location of the additional employer, position or type of work, and expected work schedule.

If the employing agency determines the additional employment is prohibited by statute, a violation of the state, a conflict of interest, or negatively impacts the agency's image, the employee will be required to resign from one of the positions.

Employees who have accepted additional employment may not use paid sick leave provided by the state to work for another employer or personal business.

For purposes of the federal Fair Labor Standards Act, all entities of North Dakota state government are considered to be one employer. If an employee works for two different employing agencies of the State, both employing agencies must ensure continued compliance with FLSA requirements.

Any employee who is determined to have violated this policy will be subject to disciplinary action up to and including termination of employment.

Reference: FLSA