

State Human Resources Policy #E24-105.02

Outside Employment

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

DEFINITIONS

Agency – The South Carolina Military Department/Office of the Adjutant General

FORMS

All forms noted for use in accordance with this Policy may be found at <https://scmd.sc.gov/state-operations/forms> under the “Human Resources” Section.

POLICY

1. Employees of the South Carolina Military Department may accept outside (i.e., not with a State agency), part-time employment providing they have the approval of the South Carolina Military Department.
2. The employee may not begin the outside employment prior to receiving approval of the request for outside employment.
3. The Chief of Staff for State Operations is designated as the Approval Authority for requests for outside employment for employees of the Agency.
4. The request for outside employment is valid for twelve (12) months from date of approval. The employee must recertify the request annually.
5. The Agency reserves the right to rescind or revoke the approval of an outside employment request at any time.
6. Agency employees engaged in outside employment will satisfy all established work hours assigned to their Agency position. The Agency will not, nor will its departments or programs, alter or revise an employee’s work schedule to provide time to perform the outside employment.
7. Agency employee who are currently approved for outside employment and who accept a new position with the Agency but in a different department or program must recertify their request for outside employment with their new Department or Program management.

PROCEDURE

1. The requesting employee is responsible for initiating a Request For Outside Employment Form and forwarding the request through their chain of command to the SC Military Department’s State Human Resources Officer (State HRO).
2. The State HRO will review all Outside Employment Requests. The State HRO will forward the request with a recommendation for approval/disapproval to the Chief of Staff for State Operations for decision.

3. Outside Employment Recordkeeping

a. The State HRO will maintain the records for requests for outside employment in accordance with the State Records Retention Schedules and the requirements of any applicable Cooperative Agreement records retention requirement.

b. The records must contain the completed and approved Outside Employment Request Form.