


# ODRC Policy/Operation Manual Variance Request

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| Variance to ODRC Policy/Operation Manual #:31-SEM-10                 |  | Section(s): VI Procedures B, H, I and J          |  |
| Policy/Operation Manual Name: Outside Employment                     |  |  |  |
| Managing Officer or designee Submitting the Request: Roberta M.Banks |  | Signature: Roberta M Banks                       | Date: 2/22/2021<br> |
| Policy Owner Signature   |  |  | Date:  |
| Date of Request:<br>Feb 23, 2021                                     | Length of Request:<br><input type="checkbox"/> 90 days <input type="checkbox"/> 120 days <input type="checkbox"/> 180 days <input checked="" type="checkbox"/> other | Effective Date of Variance:<br>February 24, 2021 | Applicable to:<br>All ODRC Employees   |

**Please provide a full explanation of the requested variance including the justification for the request. Please be specific as to exactly what sections and language are being revised. Explain revision necessary prior to routine revision of the policy. (Attach additional sheets if necessary):**

Section V. Procedures of policy 31-SEM-10, Outside Employment is required to be revised to clarify the following:

1. Approval process for medical, behavioral health and attorneys; and
2. Outside Employment Request (DRC3548) shall be forwarded to the Bureau of Personnel for tracking purposes; and
3. When a new form must be submitted for approval; and
4. Outside Employment Request (DRC3548) shall expire annually and new forms must be submitted annually for review and approval.

B. An employee seeking to work outside employment in any medical or behavioral health services position must have the request approved by the ODRC Office of Correctional Health Care managing officer/designee in addition to his/her appointing authority. An employee seeking to work outside employment as an attorney or as a subject matter expert witness to provide consulting or testifying services in litigation-related matters must have the request approved by ODRC chief counsel.

H. A copy of the Outside Employment Request (DRC3548) shall be forwarded to the site personnel office and placed in employee's personnel file, regardless if authorization was approved or denied. A copy of the Outside Employment Request (DRC3548) shall also be forwarded to the Bureau of Personnel for tracking purposes.

I. It is the responsibility of the employee to notify his/her appointing authority of any changes of outside employment. Approval of outside employment shall remain valid only for the outside employment position, work duties and work schedule described in the request. Changes to any elements addressed in the request shall require completion of a new Outside Employment Request (DRC3548). Additionally, if an employee changes positions within ODRC or if the employee's appointing authority changes, then a new Outside Employment Request (DRC3548) shall be submitted for review and approval.


J. All approved Outside Employment Requests (DRC3548) must be resubmitted (as a new form) annually. ODRC may rescind such approval at any time if the outside employment violates any of the conditions or procedures within this document.

**Comments:**

Defer to Stu Hudson.

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|---|---|--------------------|
| <input checked="" type="checkbox"/> <b>Recommended</b><br><input type="checkbox"/> <b>Not Recommended</b> | Central Office Policy Review Chairperson:<br>Jondrea K Parrish<br> | Date:<br>2/23/2021 |
|---|---|--------------------|

**Comments:**

|   |   |                    |
|---|---|--------------------|
| <input checked="" type="checkbox"/> <b>Recommended</b><br><input type="checkbox"/> <b>Not Recommended</b> | Deputy Director or Regional Director:<br>Stuart Hudson<br> | Date:<br>2/23/2021 |
|---|---|--------------------|

**Comments:**

- Recommended**
- Not Recommended**

Legal Signature:

STEPHEN GRAY



Date:

2/23/2021

**Decision/Comments:**

- Approved**
- Disapproved**

Director:



Date:

2/23/2021

**Expiration of Variance:**  90 days  120 days  180 days  Next Revision