



ANDREW M. CUOMO
Governor
Commander-in-Chief

ANTHONY P. GERMAN
Major General
The Adjutant General

S: 4 June 2018

MNHS

14 May 2018

MEMORANDUM FOR All DMNA State Employees

SUBJECT: HUMAN RESOURCES BULLETIN 2018-04: *Outside Employment*

1. All State employees are reminded outside employment requires prior approval of The Adjutant General or his designee.
2. For all State employees, approval is reviewable each fiscal year as stated in Division of Military and Naval Affairs (DMNA) Regulation 690-1.
3. For State employees in policy-making positions, the outside employment approval process under the New York State Joint Commission on Public Ethics Regulation 932.4 is a one-time approval that does not require annual renewal unless the employee changes outside employment at which he or she earns more than \$4000 annually. This approval must be on file with State Human Resources (MNHS).
4. Outside employment requests must be submitted on the attached form (DMNA Form 88) and will be forwarded for approval through your immediate supervisor to the Director of MNHS no later than 4 June 2018.
5. It is not a requirement for State employees who are members of the National Guard, New York Guard, Naval Militia or U.S. Armed Forces Reserve units to report they are members of these units as it pertains to outside employment requirements. It is, however, suggested you report to your supervisor if you are a member of one of these units so he/she may be aware of potential periods of unavailability.
6. If at any time throughout the year an employee is considering outside employment, a request must be submitted for approval prior to the start of the new employment.
7. Outside employment constitutes internship, voluntary employment, or paid employment.
8. Supervisors should ensure each State employee reviews this memorandum and submits the necessary request for approval if they currently have or are considering outside employment.

MNHS

SUBJECT: HUMAN RESOURCES BULLETIN 2018-04: *Outside Employment*

9. Each employee must sign the *Employee Verification* portion of this memorandum as indication they understand DMNA's outside employment policies and procedures. Once signed by the employees, the *Employee Verification* portion must be returned to MNHS, attention Ms. Kayla Rhynders, via e-mail is preferred at Kayla.m.rhynders.nfg@mail.mil or via facsimile to (518) 786-4969. Supervisors must note on the *Employee Verification* portion the name of any employee currently on leave which extends beyond 4 June 2018. The *Employee Verification* portion of this form must be completed and returned to MNHS by close of business 4 June 2018.

10. For all submissions received under this memorandum, if the outside employment is denied or if it is determined MNHS needs additional information from the employee in order to make a final determination, MNHS will contact employees directly no later than 2 July 2018. If not contacted directly by MNHS on or before this date, the outside employment has been approved.

11. New employees requesting approval for outside employment must submit a request within 30 days of their appointment date. MNHS will advise the new employee within 30 days of receipt of the outside employment if the request is denied or additional information is needed. If not contacted directly by MNHS on or before that time, the outside employment has been approved.

12. Failure to report any outside employment activities may result in disciplinary action.

FOR THE ADJUTANT GENERAL:

MARILYN HARTLEY
Director, Human Resources
Management

Atch

Employee Verification:

I verify I have viewed, read and understand my responsibilities for outside employment as outlined in DMNA Regulation 690-1 and HUMAN RESOURCES BULLETIN 2018-04: *Outside Employment*.

Print Name	Signature	Print Name	Signature

(Use additional pages if needed)