STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS
330 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110-3514

ANDREW M. CUOMO
GOVERNOR
COMMANDER IN CHIEF

PATRICK A. MURPHY
MAJOR GENERAL
THE ADJUTANT GENERAL

S: 1 April 2014

MNHS

5 March 2014

MEMORANDUM FOR All DMNA State Employees

SUBJECT: HUMAN RESOURCES BULLETIN 2014-01: *Outside Employment*

1. All State employees are reminded that 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.

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 State Human Resources (MNHS) no later than 1 April 2014.

5. It is not a requirement for State employees that are members of the National Guard, New York Guard, Naval Militia or U.S. Armed Forces Reserve units to report that they are members of these units as it pertains to outside employment requirements. It is, however, suggested that 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. Supervisors should ensure that each State employee reviews this memorandum and submits the necessary request for approval if they currently have or are considering outside employment.

8. Each employee must sign the bottom of this memorandum indicating they have been advised on DMNA's outside employment procedures. Once signed by the employees, this memorandum must be returned to MNHS (via email is acceptable to Margaret Donohue at margaret.m.donohue.nfg@mail.mil). If an employee is on leave that extends beyond 30 March 2014, and therefore is unavailable for signature, the supervisor should note that on the verification portion. Both this form and outside employment requests must be submitted by close of business **1 April 2014**.

9. For all submissions received under this memorandum, if the outside employment is denied or additional information is needed, MNHS will contact employees directly no later than 31 May 2014. If not contacted directly by that time, the outside employment has been approved.

10. 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 that time, the outside employment has been approved.

11. Failure to report any outside employment activities may result in disciplinary action including possible termination.

FOR THE ADJUTANT GENERAL:

MARILYN HARTLEY
Director, Human Resources
Management

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Employee Verification:

I verify that I have viewed, read and understand my responsibilities for outside employment as outlined in DMNA Regulation 690-1 and HUMAN RESOURCES BULLETIN 2014-01: *Outside Employment.*

Print Name	Signature	Print Name	Signature

(Use additional pages if needed).