



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: 30 March 2012

MNHS

9 March 2012

MEMORANDUM FOR All DMNA State Employees

SUBJECT: HUMAN RESOURCES BULLETIN 2012-01: *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 DMNA Regulation 690-1.
3. For State employees in policy-making positions the New York State Joint Commission on Public Ethics Regulation 932.4 process 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 and will be forwarded for approval through your immediate supervisor to the Director of State Human Resources no later than 30 March 2012.
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. New employees requesting approval for outside employment must submit a request within 30 days of their appointment date.
7. 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.

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8. Supervisors should ensure that each of their employees reviews this memorandum and submits the necessary request for approval if they currently have or are considering outside employment. Each employee must sign the bottom of this memo indicating they have been advised on DMNA's outside employment procedures. The signed copy must then be sent to this office by 30 March 2012.

9. 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 Signature:

Print Name	Signature	Print Name	Signature

DIVISION OF MILITARY AND NAVAL AFFAIRS

Outside Employment Request Form

(Proponent is MNHS. Prescribing directive is DMNA Reg 690-1)

All State employees annually are required to request approval for outside employment. A request for approval is reviewable each fiscal year as stated in DMNA Regulation 690-1. Requests for outside employment approval are reviewed and approved by The Adjutant General or designated representative.

Employee Name: _____ DMNA Work Location: _____
New Request Renewal to Prior Request

1. Name of Company or Outside Employment Activity: _____
2. Address Line _____
3. City: _____ State: _____ Zip Code: _____
4. Phone #: _____
5. Explanation of type of company/services provided: _____
6. Approximate number of hours to be worked per week: _____
7. Job Title: _____
8. Duties to be performed: _____
9. Are you aware if the company does business with NYS? Yes No
If yes, please explain: _____
10. Is this seasonal/temporary employment? Yes No
If yes, please indicate the expected start and end date: _____
11. Please note any other pertinent information that may be relevant in determining approval (if applicable): _____

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Supervisor's Comments (if any): _____

MNHS Recommendation: Approve Disapprove _____
Signature Date

TAG: Approve Disapprove _____
Signature Date