Employee Responsibility
Private and secondary employment

It is permissible for employees to undertake paid secondary work within or outside the Department, subject to Private and Secondary Employment Policy and guidelines. However, you must recognise that your primary commitment is to your principal employment in the Department. Engaging in other employment; for example, part-time university lecturing or tutoring, or working as a consultant, may have the potential to compromise or be seen to compromise your duties as a departmental employee.

If you are employed in a permanent full-time or temporary full-time position, you must seek approval from your manager prior to engaging in any secondary employment.

You can only commence the private or secondary employment once you have received approval. Approval must be obtained annually.

Permanent part-time and temporary part-time employees, casual employees, and temporary SAS staff (employed for less than 10 weeks) are not required to gain approval for other employment, providing the other paid work is not undertaken during the period that the person is employed to discharge duties for the Department.

However, these employees must ensure that their responsibility to the Department is not adversely affected and that no conflicts of interests arise.

In cases where a real or perceived conflict of interests exists, the employee must advise their immediate supervisor. The supervisor must then assess the manageability of the conflict of interests and/or review the continuation of the private or secondary employment. Further conditions are contained in the Private and Secondary Employment Policy and guidelines.

Special arrangements apply to employees who are contesting State or Federal elections. Details of these arrangements are in Premier's Memo C2006-41 Public Sector Employees Contesting Elections.

Specific advice is available for staff considering private employment in the tutoring industry in Memo DN/09/00198 Advice to Staff Considering Undertaking Private Employment in the Tutoring Industry.
An example of *inappropriate* secondary employment would include the following scenario:

In addition to performing full-time employment for the Department, an employee worked the 6.00pm to 3.00am taxi shift on three nights a week without prior approval for secondary employment. His colleagues observed him sleeping at various times during the day. He explained to his supervisor that he was experiencing significant financial difficulties and needed additional income. They reached an agreement that he would only drive a taxi on Friday and Saturday nights and approval was granted on this basis.