

## **Number 11.5 - INCOME FROM OUTSIDE SOURCES (MOONLIGHTING)**

**Effective Date:** March 1, 1996

**Applicable To** All classified employees, as well as exempt, temporary, contractual, and appointed, with the Executive Branch of the State of Vermont.

**Issued By:** Department of Personnel

**Approved By:** William H. Sorrell, Secretary of Administration

### **PURPOSE AND POLICY STATEMENT**

Employees in the classified service shall not use their positions to secure special privileges or exemptions for themselves or others. Employees shall not engage in any employment, activity, or enterprise which has been or may be determined by the appointing authority to be inconsistent, incompatible, or in conflict with their duties as classified employees, or with the duties, functions, or responsibilities of the agency by which they are employed. Employees may not accept any fee, compensation, gift, payment of expenses, or other thing of monetary value under circumstances which may result in a conflict with the employee's public duties.

Employees shall not directly solicit, receive, or agree to receive any compensation, gift, reward, or gratuity from any source except the State of Vermont for any matter or proceeding connected with or related to the duties of those employees, unless otherwise provided for by law.

### **GENERAL GUIDELINES**

Employees in the classified service shall not have a personal interest in any business transaction within their area of influence in State government nor shall they have any private business relationship that may conflict with their public duties. This does not prohibit the following:

- participation in the affairs of charitable, religious, non-profit education, public service, political, or civic organizations;
- awards for meritorious public contributions given by public service or civic organizations.

Speeches and presentations which are related to State business and are delivered by a State employee to community and professional organizations will be made without charge. Employees may receive compensation or honoraria paid for public appearances or services unrelated to their official duties. Compensation or honoraria paid to employees for teaching or for appearances related to the employee's official responsibilities may be accepted if approved by the appointing authority.

Employees considering outside employment should consult with their agency/department personnel officer first. With approval of the appointing authority, the personnel officer should then consult with the Employee Relations Division of the Department of Personnel before commitments are made by employees.