

DEPARTMENT OF HUMAN SERVICES  
INTER-OFFICE COMMUNICATION

TO: All DMHS Central Office Staff  
Chief Executive Officers

FROM: Alan G. Kaufman, Director  
Division of Mental Health Services

DATE: July 12, 1995

SUBJECT: *Outside Business Activities*

See 7/12/95  
80

As you may recall, a memorandum reminding central office staff of the prohibition against the conduct of outside business activities during working hours was disseminated on February 24, 1995, and then subsequently clarified in a follow-up memo. As a result of my recent review of a related matter brought to my attention, I believe it is necessary to further delineate Division policy in regard to outside business activities.

Therefore, attached please find Administrative Bulletin 4:10, effective July 10, 1995, concerning "Conducting Outside Business Activities on State Time or With State Property". Please note that all Divisional worksites, equipment, material and supplies are intended exclusively for State business and that their use in the conduct of any outside business activities by employees is expressly prohibited. No employee is to conduct any outside business activity, nor behave in anyway which might reasonably be interpreted as conducting outside business activity, during scheduled work hours or at the worksite at any time whatsoever (including breaks, lunch, or other off duty time). The Administrative Bulletin also prohibits the use of any State property or State resource for outside business purposes, and specifies that no employee is permitted to request, require, or allow any other Division employee to assist him or her in any outside business activities.

Recognizing that some employees may be engaged in outside business activities which might potentially be advertised to other employees, the Bulletin further specifies that no advertisements are allowed to be posted on a Division bulletin board, or otherwise displayed, without the prior approval of the Office of Human Resources. Where approval is granted, the employee's worksite telephone number shall not be listed -- nor shall the advertisement be allowed to otherwise suggest -- that the activity is conducted on State time or State property.

As stated in the Administrative Bulletin, all employees should be made aware that violations of this policy will result in disciplinary action pursuant to Department of Human Services' Administrative Order 4:08.

Also attached to this memorandum is an "Addendum to Conflict of Interest Questionnaire" based on Administrative Order 4:05. This Addendum is to be completed by all Divisional staff who are engaged in any outside employment or business activity. It requests information as to whether any outside employment or business activity is conducted together with another Division or Department staff member. If such is the case, the form asks for the name of that staff person or persons, your relationship at work, and your relationship within the context of the outside employment or business activity. Upon completion, the Addendum should be forwarded to the Office of Human Resources in the appropriate central office or institution.

It is fully recognized that each Division employee is permitted to engage in outside employment or business activities if so desired and provided that such activities do not interfere with State employment or represent a conflict of interest. At the same time, however, it is important that all staff be reminded that any such outside business activities must remain entirely outside. That is, they must not be conducted on State time, on State premises, or with State property or resources. Moreover, even the appearance of outside business activities being conducted on State property or on State time is prohibited.

AGK:pjt  
Attachments

DEPARTMENT OF HUMAN SERVICES  
INTER-OFFICE COMMUNICATION

TO: All DMHS Employees

FROM: Alan G. Kaufman, Director

DATE: February 24, 1995

SUBJECT: **Conducting Personal or Outside Business Activities  
on State Time**

I am writing to clarify the intent of the memorandum dated 2/2/95, subject as above. This memorandum was distributed with paychecks on Thursday, 2/23 and it is my understanding that it is being construed incorrectly.

Without question, I fully recognize that each of us will occasionally need to conduct personal business during routine work hours. We may receive telephone calls from our children or others, may need to schedule medical appointments, or conduct other personal business on an occasional basis. It is not my intent to suggest that such activities are not permitted. They certainly need to be of an occasional nature but it is unrealistic to believe (let alone require!) that our personal lives be entirely put "on hold" during all scheduled work hours and at all times.

Rather, my intent was to remind individual employees that such activities should not be excessive and to primarily underscore an absolute prohibition against conducting outside business activities during state time. Some employees are engaged in outside employment in addition to their job with the Division. Such outside employment activities need to remain outside -- and not even an occasional conduct of outside employment activities is to be permitted during state business time.

I am hopeful that this clarifies the intent of the earlier memorandum and apologize for any confusion that this may have caused.

AGK:pjt

*AGK*  
*sent 2/24/95*  
*F- MH Pers*

**DEPARTMENT OF HUMAN SERVICES  
INTER-OFFICE COMMUNICATION**

**TO:** All Employees

**FROM:** Alan G. Kaufman, Director *AK*  
Office of the Director

**DATE:** February 2, 1995

**SUBJECT:** **Conducting Personal or Outside Business Activities  
on State Time**

This is a reminder to all employees that they are prohibited from conducting any personal or outside business activities during State time.

This includes the use of telephones, fax machines, copy machines, as well as any other equipment or supplies.

Any employee who witnesses such personal business being conducted should feel free to report to my office in confidence.

AGK:kp

File A.B.

**DEPARTMENT OF HUMAN SERVICES  
INTER-OFFICE COMMUNICATION**

**TO:** All DMHS Central Office Staff  
Chief Executive Officers

**FROM:** Alan G. Kaufman, Director  
Division of Mental Health Services

**DATE:** July 12, 1995

**SUBJECT:** *Outside Business Activities* - AB 4:10

As you may recall, a memorandum reminding central office staff of the prohibition against the conduct of outside business activities during working hours was disseminated on February 24, 1995, and then subsequently clarified in a follow-up memo. As a result of my recent review of a related matter brought to my attention, I believe it is necessary to further delineate Division policy in regard to outside business activities.

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As stated in the Administrative Bulletin, all employees should be made aware that violations of this policy will result in disciplinary action pursuant to Department of Human Services' Administrative Order 4:08.

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It is fully recognized that each Division employee is permitted to engage in outside employment or business activities if so desired and provided that such activities do not interfere with State employment or represent a conflict of interest. At the same time, however, it is important that all staff be reminded that any such outside business activities must remain entirely outside. That is, they must not be conducted on State time, on State premises, or with State property or resources. Moreover, even the appearance of outside business activities being conducted on State property or on State time is prohibited.

AGK:pjt  
Attachments

# DIVISION OF MENTAL HEALTH SERVICES

## ADMINISTRATIVE BULLETIN 4:10

Effective Date: July 10, 1995

**SUBJECT: Conducting Outside Business Activities on State Time  
or with State Property**

I. **Purpose**

The purpose of this bulletin is to establish in writing the rules and principles regarding all employees of Division of Mental Health Services conducting outside business activities on State time or with State property or resources.

II. **Scope**

This bulletin applies to all employees of the Division's Central or Regional Offices at those respective worksites.

III. **Authority**

This bulletin is issued pursuant to and implements Departmental Administrative Orders 4:05 and 4:08, including the Department of Human Services Code of Ethics.

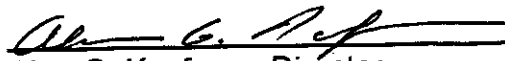
IV. **Policies**

Divisional worksites, equipment, material, and supplies are intended exclusively for official State business and the conduct of any other business activities by employees is expressly prohibited.

- A. Employees shall not conduct, nor behave in any way which could reasonably be interpreted as conducting, outside business activities during scheduled workhours; or at the worksite at any time whatever including breaks, lunch, or other off-duty time.
- B.. Employees shall not use State property or State resources, including but not limited to the use of telephones, fax machines, copy machines and other office equipment or supplies, for outside business purposes.
- C. Employees shall not request, require, nor allow any other Division employee to assist him or her in the performance of any tasks related to outside business activities.
- D. Advertisements related to outside business activity shall not be posted on any Divisional bulletin boards, or otherwise displayed, without prior approval of the Office of Human Resources and shall not list employee's worksite telephone number or otherwise suggest that such activity is conducted on State time or with State property.
- E. Employees in violation of this bulletin will be subject to disciplinary action pursuant to Administrative Order 4:08.

V. Procedures

- A. Any employee who witnesses outside business activity being conducted on State time or at the State worksite by another employee, or witnesses the use of State property for outside business activities, is expected and encouraged to immediately report such activity to the Director's office in confidence.
  
- B. Employees uncertain whether contemplated activities might be considered in violation of this bulletin must bring the contemplated activity to the attention of the Division Director for resolution prior to the pursuit of the activity.

  
Alan G. Kaufman, Director

7/10/95  
Date



**ADDENDUM TO CONFLICT OF INTEREST QUESTIONNAIRE  
BASED ON ADMINISTRATIVE ORDER 4:05**

All Divisional employees were required to complete a Conflict of Interest Questionnaire and return it to their Office of Human Resources in February/March, 1995. If you have not done so, please be reminded that you must contact your Office of Human Resources as soon as possible to receive, complete and return it.

If you are engaged in any outside employment or business activity, the following question must also be answered. Please do so and forward to the Office of Human Resources as soon as possible. Thank you!

IS ANY OF THE OUTSIDE EMPLOYMENT OR BUSINESS YOU LISTED IN  
YOUR CONFLICT OF INTEREST QUESTIONNAIRE CONDUCTED WITH  
DIVISIONAL OR DEPARTMENTAL STAFF? (CHECK ONE)

YES \_\_\_\_\_ NO \_\_\_\_\_

IF YOU HAVE CHECKED YES ABOVE, PLEASE INDICATE THE STAFF  
MEMBER, YOUR RELATIONSHIP AT WORK (COLLEAGUE, SUPERVISOR,  
SUBORDINATE, FOR EXAMPLE) AND YOUR RELATIONSHIP WITHIN THE  
OUTSIDE BUSINESS OR EMPLOYMENT.

NAME \_\_\_\_\_

WORK RELATIONSHIP \_\_\_\_\_

OUTSIDE BUSINESS/EMPLOYMENT RELATIONSHIP \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee Completing Addendum

\_\_\_\_\_  
Date