

**STATE OF MARYLAND
JUDICIARY**

Policy on Other Employment

I. PURPOSE

The purpose of this policy is to establish a uniform practice for the reporting and approval of other employment or activities for employees of the Maryland Judiciary.

II. DEFINITIONS

A. Administrative Official:

1. The Clerk of Court for the Court in which the employee works;
2. The Administrative Clerk or Administrative Commissioner of the District in which the employee works;
3. The director of the respective department or office within the Courts of Appeal, the District Court Headquarters, or the Court-Related Agency in which the employee works; or
4. The State Court Administrator for employees within the Administrative Office of the Courts.

III. SCOPE

This policy applies to all employees of the Maryland Judiciary, except Judges, Masters, and Law Clerks.

IV. POLICY STATEMENT

The Judiciary recognizes that employees sometimes seek additional employment during their off hours to earn additional income or to develop new skills and experience. Despite any outside employment, their Judiciary job should be the primary employment responsibility. The Judiciary does not consider outside employment to be an excuse for poor performance, tardiness, absenteeism, or for refusal to work overtime or travel when required. In some situations, outside employment may cause conflict of interest issues.

V. GENERAL PROVISIONS

- A. A Judiciary employee is prohibited from engaging in any business, trade, occupation, profession, or activity that the Judiciary determines will:
 - 1. Bring the Judiciary into disrepute;
 - 2. Discredit the individual as an employee of the Judiciary;
 - 3. Interfere with the performance of the employee's Judiciary duties;
 - 4. Present a conflict of interest;
 - 5. Result in misuse of Judiciary property or funds;
 - 6. Result in use of the Judiciary position for personal gain; or
 - 7. Violate Judiciary policy or procedure.

- B. **Outside employment is prohibited during regular work hours even when the employee is on leave due to illness or injury.**

- C. Employees who are absent due to a work-related injury may be prohibited from engaging in outside employment as determined by the Injured Workers' Insurance Fund.

- D. No employee shall knowingly be directly a party to, or engaged in, other employment with an employer that is, or has been, involved in illegal practices within the last twelve (12) months.

- E. Employees may not use Judiciary time or property in the pursuit of private business or other employment while on duty with the Judiciary.

- F. Current employees must notify the Administrative Official or designee in advance and in writing of all other employment or activity that may violate Section V, A of this policy. An employee who is working another job at the time of hire and who intends to continue the other employment must so advise the Administrative Official or designee to ensure that all general provisions of this policy are met. The Administrative Official, in consultation with the Judiciary Human Resources Department or the State Ethics Commission, if necessary, will determine whether the employee's other employment or activities meet all of the provisions of this policy.

- G. If it is determined that the employment or activity does not meet the provisions of this policy, the employee must discontinue within two weeks either his/her other employment or activity, or his/her employment with the Judiciary.

VI. INTERPRETIVE AUTHORITY

The Judiciary Human Resources Department, in consultation with other parties as appropriate, is responsible for the interpretation of this policy.