

Good afternoon,

To aid in our discussion re outside employment, attached and below please find the sections of VTJR Personnel Policy and Procedure Manual and Judicial Branch Personnel Policy that applies to outside employment.

VTJR Personnel Policy and Procedure Manual

Applies to: All classified employees, as well as exempt, appointed, and temporary, with the Executive Branch of the State of Vermont.

Prohibited Conduct:

3. 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 a State employee or with the duties, functions or responsibilities of the agency by which they are employed. The mere appearance of impropriety may constitute a conflict of interest. Employees shall consult with their appointing authority prior to engaging in such employment, activity, or enterprise. Employees whose employment, activity or enterprise pre-dates this policy or their employment with the State shall promptly consult with their appointing authority to resolve any issue of conflict of interest.

Vermont Judicial Branch Personnel Policy, Code of Conduct (pages 60, 61)

Applies to: All non-judicial employees of the judiciary, whether compensated by the State or County, its officers, departments and subdivisions and includes all temporary, permanent and contractual employees, court officers, and volunteers unless specifically excluded within a provision. Court employees who are law students, law clerks, interns, attorneys, or members of other professional groups are also bound by the appropriate professional duties of these roles.

1. An employee shall not engage in any employment, activity or enterprise which may be determined by the employee's supervisor incompatible, or in conflict with the duties, functions, or responsibilities of the court by which he or she is employed, including but not limited to the following: (NOTE: Some of these may not apply to volunteers.)
 - a) Outside employment with an entity that regularly appears in court or conducts business with the court system, and requires the court employee to have frequent contact with attorneys who appear in the court system; or

- b) Outside employment which cannot be fulfilled outside the employee's work schedule or is incompatible with the performance of the court employee's duties and responsibilities; or
- c) Outside employment which involves the practice of law; or
- d) Outside employment which requires or induces the court employee to disclose confidential information acquired in the course of and by reason of official duties; or

Outside employment within the judicial, executive or legislative branch of government without written consent of both employers.

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