



FIRST JUDICIAL DISTRICT OF PENNSYLVANIA OUTSIDE EMPLOYMENT DISCLOSURE FORM

The *Code of Conduct for Employees of the Unified Judicial System* adopted by the Supreme Court authorizes employees to engage in outside employment or commercial activity provided that it *does not interfere with* or *conflict with* their official duties. The Policy requires that the outside employment or commercial activity be reported to the employee's supervisor in advance of engaging in outside employment or commercial activity. See Section VI. F.

The First Judicial District requires **all** employees to complete this Form and disclose whether they are engaged in outside employment, and if so, to provide sufficient information to enable the District to determine whether the outside employment or commercial activity *interferes with* or *conflicts with* the employee's official duties. This Form must be provided to the employee's immediate supervisor and departmental timekeeper, and to the Office of Human Resources. The employee must complete an updated Form periodically when requested by management, when beginning or changing outside employment,* or when assigned to a different immediate supervisor regardless whether there has been a change in the outside employment. The District will inform the employee in writing if a determination is made that the outside employment or commercial activity *interferes with* or *conflicts with* the employee's official duties.

Employee Name: _____

Employee #: _____ **Department:** _____ **FJD Position Classification:** _____

Name of Immediate Supervisor: _____

☐ **Check here if you are completing this Form because of a change in supervisor**

In addition to your FJD job, are you working for another employer or are you self-employed?

No _____ (If **No**, sign this form below and return to your supervisor and Office of Human Resources)

Yes _____ (If **Yes**, provide below information, sign and return to your supervisor and Office of Human Resources)

Name of Outside/Additional Employer: _____

Address of Outside/Additional Employer: _____

Hours of Employment for Outside/Additional Employment or commercial activity:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____

Friday _____ Saturday _____ Sunday _____

Describe duties performed and state job title in your outside employment (attach job description):

CERTIFICATION AND ACKNOWLEDGMENT

By signing below I am certifying that the above information provided about my outside employment activities is accurate and complete, and I further acknowledge that I am under an ongoing duty to complete and submit a new Outside Employment Disclosure Form immediately to report any changes to the information provided above. I further acknowledge that I am subject to disciplinary action, up to, and including discharge from my employment with the FJD, if I provide any incomplete, false, or misleading information regarding my outside employment, or if fail to submit a new Outside Employment Disclosure Form to report any changes to outside employment information I have previously disclosed and certified to the FJD, or in the event I am assigned to a different immediate supervisor, I fail to provide a copy to my new supervisor.

Employee Signature

Date

THIS FORM MUST BE COMPLETED AND RETURNED

*Clarifying comment: Reporting outside employment in advance means that each Outside Employment Disclosure Form must specify all of the employee's outside employment activities as of the date the Disclosure Form is submitted, and the employee has an ongoing duty to report any changes to the employee's outside employment that may have taken place since the employee last submitted an Outside Employment Disclosure Form. Changes include not only reporting a new outside employer, but also changes to the employee's status with a previously reported employer, e.g., working additional hours, days, etc.



Supreme Court of Pennsylvania

Code of Conduct For Employees of the Unified Judicial System

VI. PERSONAL RELATIONSHIPS AND ACTIVITIES

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- F. Employees of the Unified Judicial System may engage in outside employment or commercial activity that does not interfere or conflict with their official duties. Outside employment or commercial activities must be reported in writing **in advance*** **[Emphasis added]** to the employee's supervisor. Business transactions that are strictly personal, minor or incidental need not be reported.

Before engaging in any outside employment that involves the practice of law, the legal system or the administration of justice, the employee shall first consult with his or her supervisor to determine whether the proposed position is consistent with the standards in this Code.

Note: Pennsylvania Rule of Appellate Procedure 3121 prohibits the practice of law by appellate court staff except in limited circumstances. Pursuant to the Supreme Court's Per Curiam Order dated December 11, 2014 (effective September 11, 2015), all law clerks employed in the Unified Judicial System are prohibited from appearing as counsel in the division/section of the court in which they are employed or in which the judge by whom they are employed serves. Further, in courts which have no formally established divisions or sections, the law clerks are prohibited from appearing as counsel in the court itself. Section 2.8 of the Personnel Policies of the Unified Judicial System of Pennsylvania also provides restrictions on the practice of law by state-level staff. [Emphasis Added]

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