

DIVISION OF PARKS AND RECREATION

February 9, 1991

STAFF DIRECTIVE 91-6

TO: Division Employees

FROM: Philip K. McKnelly, Director

SUBJECT: SECONDARY AND DUAL EMPLOYMENT POLICY AND PROCEDURE

This directive supercedes Staff Directive 90-14.

If you wish to become engaged in secondary or dual employment, you must complete the attached "Request for Approval of Secondary/Dual Employment" form and submit it through your supervisor for approval before beginning employment.

Approvals shall remain in effect for the time specified on the application as the expected period of employment. This process must be repeated anytime there is a significant change in the conditions of either primary or secondary employment.

"Request for Approval of Secondary/Dual Employment" forms are to be routed through the supervisory chain of command for processing. Although the routing on the form indicates that the request is sent directly to the director from the employee's supervisor, the form should be reviewed by each supervisor in the chain of command prior to their submittal to the director.