

Secondary Employment Overview

The following should answer employee's questions regarding secondary employment.

State Administrative Manual states:

Any employee with secondary employment must complete a Secondary Employment Disclosure form (found at [Department of Administration Purchasing Division's website](#) and in this Overview Document below) and submit it for approval by the agency head.

When an employee obtains or has a change in their secondary employment, they must submit a Secondary Employment Disclosure form within 30 days of acceptance and must renew the Disclosure by July 1st of each year.

The agency head must review the form for conflicts with State employment. Approved forms should be filed in the employee's personnel file.

Secondary employment includes but not limited to contracts with the State, work with temporary employment agencies, and provider agreements.

Additional Resources:

Nevada Revised Statutes (NRS) states:

NRS 284.143 Unclassified service: Certain persons may pursue other businesses or occupations or other office for profit. Except as otherwise provided in [NRS 281.127](#), a person in the unclassified service of the State who has been appointed or employed for service in a department, division, agency or institution, other than a director of a department, may pursue any other business or occupation or hold any other office for profit if:

1. The other employment does not conflict with the duties the person is required to perform in the person's unclassified service;
2. The other employment does not conflict with the hours during which the person is required to perform those duties; and
3. The person has obtained the approval of the person's supervisor.

(Added to NRS by 1995, 2310)

Nevada Administrative Code (NAC) states:

NAC 284.738 Conflicting activities. ([NRS 284.065](#), [284.155](#)) Employees shall not engage in any employment, activity or enterprise which has been determined to be inconsistent, incompatible or in conflict with their duties as employees, or with the duties, functions or responsibilities of their appointing authorities or agencies by which they are employed.

[Personnel Div., Rule XI § A subsec. 1, eff. 8-11-73]

NAC 284.742 Appointing authorities authorized to define conflicting activities. ([NRS 284.065](#), [284.155](#))

1. Each appointing authority may determine and describe in writing, subject to the approval of the Commission, those specific activities which, for employees under his or her jurisdiction, are considered inconsistent, incompatible or in conflict with their duties as employees.
2. The appointing authority shall provide a copy to each employee.
3. In making this determination, the appointing authority shall consider the prohibitions described in [NAC 284.650](#) and [284.746](#) to [284.762](#), inclusive.

[Personnel Div., Rule XI § A part subsec. 2, eff. 8-11-73]—(NAC A by Dep't of Personnel, 10-26-84)

NAC 284.766 Full-time service required. ([NRS 284.065](#), [284.155](#)) Each employee shall, during his or her hours of duty as an employee and subject to such other laws or regulations as pertain thereto, devote his or her full time, attention and efforts to state employment.

[Personnel Div., Rule XI § B, eff. 8-11-73]