



I. Purpose

Employees of the Southern District of Ohio, including District and Magistrate Judges' Chambers, District Court Clerk's Office, U.S. Probation and U.S. Pretrial Services, who engage in employment (including self-employment/working as a contractor) outside of the Court must avoid conflicts of interests with official duties or the appearance of such. The intent of this policy is to ensure that such activities are disclosed by employees and are reviewed for compliance. Although each instance of outside employment will be evaluated individually, it is the policy of this Court that employment with either an attorney, bondsman, process server or a law enforcement agency could create the appearance of a conflict of interest, and is therefore not permissible. Employees must always disclose outside employment.

II. Notification

The employee shall advise his or her Judge/immediate supervisor as soon as possible when considering pursuing outside employment (including self-employment/working as a contractor). The employee must complete the Outside Employment Request Form, indicating the outside employer or work they will be engaged in, a brief description of duties, starting date and approximate hours to be worked.

Chambers employees (judicial assistants and law clerks) shall submit the Outside Employment Request Form to their Judge. The Judge provides the final determination. The Judge shall make the final determination by completing the approval authorization section of the form. Chambers will forward an electronic copy of the employee's Outside Employment Request Form to Human Resources via the HR mailbox, ohsdml_HR@ohsd.uscourts.gov. Chambers may elect to retain a copy.

Employees of the District Court Clerk's Office, U.S. Probation or Pretrial Services, shall first submit the Outside Employment Request Form to their immediate supervisor for initial approval or denial. The supervisor then submits the form to the Court Unit Executive (CUE) who shall make the final determination by completing the approval authorization section of the form. The supervisor will forward an electronic copy of the employee's Outside Employment Request Form to Human Resources via the HR mailbox, ohsdml_HR@ohsd.uscourts.gov. The supervisor and employee may elect to retain copies.



The employee should not commence employment until the completed Outside Employment Request Form has been approved.

The employee shall notify his or her Judge/immediate supervisor and Human Resources, via the HR mailbox, ohsdml_HR@ohsd.uscourts.gov, immediately upon termination of the outside employment.

III. Limitations on Approved Requests

If an employee's request for outside employment is approved, the employee shall not:

- Solicit within the office regarding the outside employment;
- Lend the prestige of the office to advance the private interests of others, or use his or her title in any way in the business of the outside employment;
- Disclose to any person confidential information received in the course of his or her regular duties;
- Perform outside business activity during normal working hours, unless on pre-approved leave;
- Consult with a client who is under any type of federal supervision;
- Allow his or her outside position to reflect adversely on his or her impartiality or involve him or her in transactions with lawyers or any other persons likely to come before the court which they serve;
- Use government franking privileges (i.e. office postage and/or mail services), supplies, equipment (e.g. copiers, faxes, computers, telephones, etc.) or services of other staff members for unofficial business;
- Violate the Code of Conduct for Judicial Employees; nor
- Violate the Federal Acquisition Regulations which prohibits a contractor from knowingly awarding a contract to a government employee, or for a government employee to accept such employment. Court employees are prohibited from receiving basic pay from more than one Federal government position for more than an aggregate of 40 hours of work in one calendar week (5 U.S.C. 5533).

The employee may be asked to terminate outside employment should it appear to be in violation of any of the above, or any other policies of the Administrative Office, Judicial Conference, or this Court.

Violation of this policy may result in disciplinary action, up to and including termination of employment.



Outside Employment
Policy

Effective: February 1, 2020

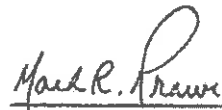
IV. Signatures


Algenon L. Marbley
Chief United States District Judge

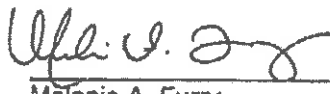
1/15/2020
Date


Richard W. Nagel
Clerk of Court

1/14/2020
Date


Mark R. Grawe
Chief U.S. Probation Officer

1/14/2020
Date


Melanie A. Furry
Chief U.S. Pretrial Services Officer

01-14-2020
Date

Southern District of Ohio Outside Employment Request Form

CURRENT EMPLOYMENT INFORMATION (To be completed by employee)			
Employee's Name:		Date:	
Present Position:		Immediate Supervisor:	
OUTSIDE EMPLOYMENT INFORMATION (To be completed by employee)			
Name of Company:		Position:	
Company Address:		Starting Date:	
		Days/Hours Weekly:	
Brief description of duties and/or business involvement:			
<p>By my signature below, I acknowledge and agree to the following policy: Outside employment is permissible only insofar as it does not interfere in any way with the satisfactory performance of the employee's federal employment and neither creates a conflict of interest nor poses potential embarrassment to the Court. Authorization to pursue an outside business endeavor which conflicts or interferes in any way with the employee's function with the Court will be denied. An employee must not conduct an outside business endeavor while working. While the circumstances of each instance of outside employment are subject to individual evaluation, any employment which poses or has the potential to pose a conflict of interest, which may create the appearance of impropriety, or which may be the source of possible embarrassment to the court must be avoided. Federal Acquisition Regulations prohibit a contractor knowingly awarding a contract to a government employee, or for a government employee to accept such employment, thus avoiding the appearance of preferential treatment. Court employees are prohibited from receiving basic pay from more than one Federal government position for more than an aggregate of 40 hours of work in one calendar week (5 U.S.C. 5533). I further agree to be guided by the applicable Canons contained in the Code of Conduct for Judicial Employees. Whenever outside employment is terminated, employees shall notify their Supervisor and Human Resources immediately. I understand that I may be asked to terminate outside employment should it appear to be in violation of any of the above, the Code of Conduct, or policies of the Administrative Office, Judicial Conference, or this Court.</p>			
Employee's Signature:		Date:	
APPROVAL AUTHORIZATION:			
One copy returned to employee and one copy to HR for employee file.			
Immediate Supervisor's Signature:		<div style="text-align: center;"> <div style="display: inline-block; width: 40%; border-bottom: 1px solid black;"></div> <div style="display: inline-block; width: 10%;"></div> <div style="display: inline-block; width: 40%; border-bottom: 1px solid black;"></div> </div>	
Date:			
Judge / Court Unit Executive:		<div style="text-align: center;"> <div style="display: inline-block; width: 40%; border-bottom: 1px solid black;"></div> <div style="display: inline-block; width: 10%;"></div> <div style="display: inline-block; width: 40%; border-bottom: 1px solid black;"></div> </div>	
Date:			
Reason for Denial:		By:	

Revised: January 10, 2020