

 <p style="text-align: center;">ADMINISTRATIVE REGULATIONS</p> <p style="text-align: center;">STATE OF ARKANSAS</p> <p style="text-align: center;">BOARD OF CORRECTIONS</p>	Section Number:	Page Number:
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	Board Approval Date:	
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	AR 209	11/29/79
	Reference:	Effective Date:
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SUBJECT: Part-Time Employment		

I. POLICY:

It is the policy of the Department to allow employees to engage in part-time employment, providing it does not hamper their ability to fully and satisfactorily perform any assigned departmental duties.

II. EXPLANATION:

- A. Employees may accept additional part-time employment only after:
 - 1. advising their Unit Warden/Center Supervisor/Administrator in writing of the type of part-time employment being considered and of the hours of such part-time employment; and
 - 2. receiving the written approval of the Unit Warden/Center Supervisor/Administrator.
- B. The Unit Warden/Center Supervisor/Administrator shall approve requests of this type only after receiving assurance from the employee that such part-time employment will in no way hamper the individual's ability to fully and satisfactorily perform any assigned departmental duties.
- C. In case of emergency, a Department of Correction employee working additional employment may be called to report to duty at the unit/center or place of state employment at the discretion of the Unit Warden/Center Supervisor/Administrator.
- D. In case of employment with other state agencies, the employee is required to contact the Central Office Personnel Manager for specific policies covering dual employment.

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