

OFF-DUTY EMPLOYMENT

SECTION 1. PURPOSE: This Article governs the administration of NCR-MD Instruction 1120.02, Off-duty Employment (ODE) and Outside Activities.

SECTION 2. SKILL TYPES: A skill type level is identified for each position (see Appendix XX, Occupational Series and Skill Types). The requirement to request advanced written approval for outside employment applies only those healthcare providers who carry a skill type of 1 through 4 and any employee who must file the OGE-450.

SECTION 3. POSITIONS NOT COVERED: Employees who are in skill type 4 that are not covered are:

1. GS 0181---Psychology Aid and Technician
2. GS 0404---Biological Science Technician
3. GS 0622---Medical Supply Aid and Technician
4. GS 0642---Nuclear Medicine Technician
5. GS 0645---Medical Technician
6. GS 0646---Pathology Technician
7. GS 0698---Environmental Health Technician
8. GS 1311---Physical Science Technician

SECTION 4. SKILL TYPE 5 POSITIONS: Individuals with skill type 5 are only required to follow this instruction if they must file OGE-450. All employees may request advice from the Office of the Judge Adjutant General.

SECTION 5. DEFINITION OF WEEK: For ODE purposes, a week is deemed to begin on Monday (0001) and end on Sunday (2400) for the purposes of determining the amount of hours per week.

SECTION 6. ON-CALL HOURS: Only hours actually worked while on-call (i.e., pager watch) will count against the 16 hours per week maximum. The sixteen (16) hours per week maximum is based on an individual working a regular forty (40) hour week. In the event of a furlough or government shutdown, the Agency will provide guidance regarding applicable requirements per the Furlough Article of this CBA.

SECTION 7. EXEMPTIONS: Employees may request exemptions to the sixteen (16) hours per week requirement from the MTF Director. Consideration will be given to an individual's work schedule for exemptions in excess of thirty-two (32) hours per week.

SECTION 8. AUDITS: Audits for compliance will be conducted utilizing the staff assigned to monitor off-duty employment. Normally, the audits will lack any pattern or predictability. However, a focused audit may be performed for concerns that ODE is impacting a staff member's work performance. Such audits may only be conducted if authorized at a level above the direct supervisor, with appropriate justification.

Agreed: Agency:  Union: 
Date: 23 Mar 16
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