



Minnesota Judicial Branch Policy

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Outside Employment and Volunteer Activities

I. POLICY STATEMENT

It is the policy of the Minnesota Judicial Branch that a Judicial Branch employee may engage in outside employment and/or volunteer activities during non-working hours if it does not interfere with job performance and does not conflict or appear to conflict with the interests of the court consistent with related Minnesota Judicial Council Policies (e.g. 307 Practice of Law Other Than Court Employment, 308 Law Clerk Service, 318 Employee Code of Ethics, and 320 Employee Political Activity).

II. OUTSIDE EMPLOYMENT

Outside employment includes activities for which employees receive compensation, including but not limited to wages, salaries, and stipends.

A. Criteria. A Judicial Branch employee may engage in outside employment if it complies with the following criteria:

1. The employee has received approval from the appointing authority, and Judicial District Administrator or Chief Judge, as applicable.
2. The outside employment is fulfilled outside working hours, or if during the employee's regular hours of employment, only when the employee is using pre-approved leave.
3. The outside employment does not conflict or appear to conflict with the interests of the court or the performance of the employee's duties and responsibilities.
4. The outside employment shall not be with a justice partner, attorney, law firm, or legal organization that regularly appears in court or conducts business with the courts. This provision shall not restrict

outside employment consisting of third party transcript work or activities permitted by Policy 307 Practice of Law Other Than Court Employment.

B. Approval and Revocation

1. All employees shall request approval of their appointing authority for any outside employment using the Request Form in this policy's appendix.
2. Directors and professional employees may engage in job-related outside employment during non-working hours only with the prior approval of the Chief Judge of the district or court for which the employee works, or the State Court Administrator for employees of the State Court Administration Office.
3. Employees with approved outside employment shall submit a new Request Form if changes occur to their employment with the Judicial Branch. This may include, but is not limited to, promotion, demotion, or transfer.
4. Employees with approved outside employment shall submit a new Request Form if changes occur to their outside employment. This may include, but is not limited to, change of position, job duties, employer, or self-employment.
5. The appointing authority may revoke prior approval if the outside employment conflicts with the criteria listed in II.A.

III. VOLUNTEER ACTIVITY

Volunteer activities include, but are not limited to, providing services for non-profit charitable, professional, social, fraternal, educational, recreational, public service and civic organizations.

- A. Criteria. A Judicial Branch employee may engage in volunteer activity if it complies with the following criteria:
 1. The volunteer activity is fulfilled outside working hours, or if during the employee's regular hours of employment, only when the employee is using pre-approved leave.
 2. The volunteer activity does not conflict or appear to conflict with the interests of the court or the performance of the employee's duties and responsibilities.
 3. The volunteer activity shall not be with a justice partner, attorney, law firm, or legal organization that regularly appears in court or conducts

business with the court system. This provision shall not restrict activities permitted by Policy 307 Practice of Law Other Than Court Employment

Employees engaging in volunteer activities shall complete an outside employment and volunteer request form if they reasonably believe the activity may conflict or appear to conflict with the interests of the court. Volunteer activities may be prohibited if they conflict or appear to conflict with the interests of the court or the performance of the employee's duties and responsibilities.

IV. IMPLEMENTATION AUTHORITY

Implementation of this policy shall be the responsibility of the chief judges of the respective judicial districts, appellate courts, and the State Court Administrator for the State Court Administration Office.

V. EXECUTIVE LIMITATIONS

Not applicable.

Employees should also refer to the following Judicial Council Policies:

307 – Practice of Law Other Than Court Employment

308 – Law Clerk Service

318 – Employee Code of Ethics

320 – Employee Political Activity

Outside Employment and Volunteer Request

It is the policy of the Minnesota Judicial Branch that a Judicial Branch employee may engage in outside employment and/or volunteer activities during non-working hours if it does not interfere with job performance and does not conflict or appear to conflict with the interests of the court.

Complete this form and submit it to your appointing authority to (1) request in writing approval of outside employment; or, (2) notify your appointing authority of a volunteer activity you believe may conflict or appear to conflict with the interests of the court.

All written requests shall be retained by District (or MJC) Human Resources. **The information provided concerning this request is private, confidential, and not accessible to the public under Public Access Rule 5, subdivision 1.**

Employee Name:

Department/Office:

Job Title:

Reason for Request (check one): Outside employment Volunteer activity

Details of outside employment/volunteer activity (check all that apply):

- Done outside of work hours Self-Employment (includes home-based business)
- Done during work hours Other

Name and location of Employer/Organization:

Description of work/volunteer activity being performed:

Duration of work/volunteer activity (start date and anticipated end date, if any):

ENSURE ALL SIGNATURES ARE OBTAINED

Employee Signature	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Appointing Authority Signature	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
District Administrator/Chief Judge Signature	Date