



**NEW MEXICO JUDICIAL BRANCH
PERSONNEL RULES PART I & CANON 4
11.02 ENGAGING IN OUTSIDE EMPLOYMENT**

Form No. 2014.NMJBPR.11.02

**NEW MEXICO JUDICIAL BRANCH
REQUEST TO ENGAGE IN OUTSIDE EMPLOYMENT OR UNPAID ACTIVITY INCLUDING
VOLUNTEER ACTIVITIES FORM**

REFERENCE

11.02 ENGAGING IN OUTSIDE EMPLOYMENT

- A.** Before an employee may engage in outside employment (including self employment), compensated or non-compensated, the employee shall complete an Outside Employment Approval Form, and have such outside employment approved by the Administrative Authority, as provided in NMJBPR Section 11.02 (B).
- B.** The Administrative Authority shall review the information provided on the form and at the Administrative Authority's discretion may approve the request, if:
 - 1.** no conflicts of interest result,
 - 2.** the outside employment does not interfere with the employee's job performance, and is not otherwise detrimental to the interests of the Judicial Branch, (Amended 08/01/10)
 - 3.** the outside employment is not directly related to the practice of law unless it is pro bono work approved by the Administrative Authority, and
- C.** the employee gives written notice to the Administrative Authority before the work is commenced. The notice shall include the name of the employer and the type of work to be performed. Approval may be withdrawn anytime at the discretion of the Administrative Authority. Once approval has been granted, the Administrative Authority may request the employee to provide an updated Outside Employment Form and may approve or disapprove the outside employment as provided in NMJBPR 11.02(B). (Added 08/01/10)

**CANON 4 - JUDICIAL EMPLOYEES SHALL CONDUCT THEIR OUTSIDE ACTIVITIES AS TO
MINIMIZE CONFLICTS WITH THEIR EMPLOYMENT RESPONSIBILITIES**

- A.** Judicial Employees shall avoid all outside activities that reflect negatively upon the Judicial Branch or that might detrimentally affect their ability to perform their duties for the Judicial Branch.
- B.** Outside Activities shall include but are not limited to outside employment (including self-employment), business activities and non-compensated activity. Before Judicial Employees engage in outside employment, notice must be given and approval granted as per rules and policies of the Judicial Branch. Except as provided by law or authorized by the Judicial Branch, Judicial Employees shall not engage in any outside activity that:
 - 1.** involves an organization or a private employer that regularly conducts business with the Judicial Branch;
 - 2.** is conducted during the Judicial Employee's normal working hours;
 - 3.** places the Judicial Employee in a position of conflict with the Judicial Branch, with his or her official role at the Judicial Entity or otherwise creates a conflict of interest;
 - 4.** requires the Judicial Employee to appear regularly in judicial or State of New Mexico administrative agency proceedings;
 - 5.** identifies the Judicial Employee with the Judicial Branch or gives an impression that the employment or activity is on behalf of the Judicial Branch;
 - 6.** is detrimental to the interests of the Judicial Entity or the Judicial Branch;
 - 7.** is directly related to the practice of law, unless it is approved pro bono work or
 - 8.** requires use of judicial equipment, materials, supplies, telephone or Internet services, office space, computer time, or facilities.
- C.** Conflict of Interest: Judicial Employees shall manage personal and business matters so as to avoid situations that may lead to conflict, or the appearance of conflict, in the performance of their employment for the Judicial Branch.



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1. Judicial Employees shall inform the appropriate supervisor of any potential conflict of interest involving their duties.
2. Judicial Employees shall withdraw from participation in a court proceeding or judicial business in which they have a personal, business, or family interest or in which a Family Member, Domestic Partner or Household Member is involved or that may actually or appear to influence the outcome of the judicial proceeding or business.

**Employee
& Proposed Employment / Unpaid Activity / Volunteer Activities**

Employee:	Employee ID:
Title:	Judicial Entity/Court:
Date of Request:	Telephone #:
Name of Outside Employer or unpaid activity sponsor:	

**Additional Information
(Attach additional sheets if necessary)**

Duties I will be performing in outside employment or volunteer activity?

**Hours/day I anticipate working for my outside employer or volunteer agency, if my request is approved.
(e.g., Saturday 10-4)**

My outside employment will be: PAID UNPAID

By signing below, the employee acknowledges that outside employment or unpaid activity may not interfere with their regular job with the NMJB, regular working hours, or violate the NMJB Personnel Rules and Policies or Code of Conduct.

Employee Signature:	Date:
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Management Approvals

Approve as submitted: <input type="checkbox"/> YES <input type="checkbox"/> NO	Supervisor Signature:	Date:
Approve as revised: <input type="checkbox"/> YES <input type="checkbox"/> NO		
RECOMMENDED REVISIONS:		



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*****		*****		*****	
Approve as submitted: <input type="checkbox"/> YES <input type="checkbox"/> NO		Division Director/CEO Signature:		Date:	
Approve as revised: <input type="checkbox"/> YES <input type="checkbox"/> NO					
RECOMMENDED REVISIONS:					
HR Recommendation					
Approve as submitted: <input type="checkbox"/> YES <input type="checkbox"/> NO		HR Signature:		Date:	
Approve as revised: <input type="checkbox"/> YES <input type="checkbox"/> NO					
RECOMMENDED REVISIONS:					

Administrative Authority Final Approval	
Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Comments:	
_____	_____
Administrative Authority Signature	Date

CC: Employee, Employee Non-Confidential Personnel File, Court Administration / Management Files

NOTE: AOC employees must resubmit Outside Employment Request Forms annually.