

# **DOUBLE EMPLOYMENT POLICY & GUIDELINES**



## **PURPOSE**

In order to ensure compliance with the Organisation of Working Time Act 1997, the Institute has a requirement to evaluate cases where Institute employees may be simultaneously in employment outside the Institute.

## **DEFINITION**

External Activity For all employees, there is a clause in each Contract of Employment regarding External Activity stating:

“Any external activity engaged in by the appointee must not be such as to interfere with the fulfilling of the appointee’s duties and responsibilities to the Institute.

Any external employment, self-employment, working partnerships or consultancy work entered into by the appointee must not conflict with the interests of the Institute and must have the prior written approval of the President of the Institute. Approval may be given where this activity is deemed by the Institute not to interfere with the fulfilling of the appointee’s duties and responsibilities to the Institute and/or where the activity is deemed not to interfere within the interests of the Institute. Any approval/refusal will be subject to ongoing review by the Institute.”

As is stated any external work undertaken requires the approval of the President of the Institute. This approval must be sought in writing beforehand, clearly stating the nature and extent of the work involved.

Failure to apply for approval will mean the appointee is in breach of the rules of service.

\*In order that the required approval is obtained for 2020/2021, you should complete an External Work Application Form and submit to Human Resources for review by the President. Any application must be submitted prior to 30<sup>th</sup> November, 2020 for approval for 2020/2021.

**Approval must be sought annually i.e. a new application must be submitted each year for approval and any particular changes to previous approvals should be highlighted in your application.**

## **APPROVAL MECHANISM**

All Whole -time and Part-time employees (with the exception of Hourly- Paid employees) are required to seek permission from the President prior to taking up employment outside the Institute as follows:

“Any external employment, self-employment, working partnerships or consultancy work entered into by the appointee must not conflict with the interests of the Institute and must have prior written approval of the President of the Institute. Approval may be given where this activity is deemed by the Institute not to interfere with the fulfilling of the appointee’s duties and responsibilities to the Institute and/or where the activity is deemed not to interfere with the interests of the Institute. Any approval/refusal will be subject to ongoing review by the Institute.”

The employee will complete the External Work application form and submit to the Human Resource Office for approval by the President’s Office. Staff need to state their position within the Institute and give detail of the nature and time involved in the external employment. The President’s office will contact the Human Resources with approval or non-approval of the external employment. Human Resources will then inform the employee in writing.

In the event that an employee is working outside the Institute, there is a requirement to complete a double-employment form to ensure that the Institute is compliant with the Organisation of Working Time Act 1997. For new entrants, the form will be issued by the Human Resources Department on appointment. For existing employees, the form will be available on the Human Resources web-site <https://www.dkit.ie/hr/forms> and should be completed and returned to the Human Resources Office.