

## **6.01 Standards of Conduct**

### **6 Private Occupations**

6.1 Information and the rules in respect of private occupations are detailed at Annex 10.

6.2 It is important to note, if you wish to undertake any private work (paid or unpaid) with another public sector body (including another Government Department) you must first obtain approval from your Head of Business Area (Grade 5 or above).

## **Standards of Conduct**

### **ANNEX 10**

## **RULES FOR CIVIL SERVANTS - PRIVATE OCCUPATIONS**

### **1. Types of private work which cannot be undertaken**

1.1 Staff may wish to undertake a private occupation whilst retaining their NICS employment. As a guideline the following information outlines the types of private work which cannot be undertaken by civil servants:

- a. work which would occupy your time or attention, or render you unavailable for duty during normal official hours;
- b. work identified in any way with the activities of a political party, group or organisation (see paragraph 19.1 and Annex 8);
- c. work of an educational, literary or scientific nature involving the use of information acquired by you in your official capacity or from official sources, except where it has previously been published, unless you have received the permission of your employing Department to undertake such work;
- d. work of a nature conflicting with your duty to your employing Department, or the NICS, or the Government generally, or as a member of the Civil Service;
- e. work which may ultimately have to be reviewed by you or any member of the Civil Service acting in an official capacity;
- f. work, related to your function, which a Civil Servant might otherwise justifiably undertake, but which could involve unfair competition with persons wholly dependent on such work for a livelihood;

- g. work which would involve the use of the property, tools, equipment or materials of Departments; and
- h. work which is, or might be, inconsistent with your position as a public servant and may expose you or your Department to public criticism.

1.2 If you are unsure whether the above rules apply, you should speak with your line manager in the first instance. If your line manager needs further advice or guidance, they should contact NICSHR Employee Relations.

## **2. Additional rules to be applied to public sector work**

2.1 If you wish to undertake any private work (paid or unpaid) with another public sector body (including another Government Department) you must first obtain approval from your Head of Business Area (Grade 5 or above).

2.2 You can obtain this approval by accessing the HRConnect employee self-service function, expanding the personal data field, and completing the outside interests field. Click “add” to log your new secondary employment and make sure that you include “paid” or “unpaid” in the “Nature of Business” field along with your description of the work. This will generate an email alert to your line manager. Your line manager should forward the alert to a manager at Grade 5, or above, for consideration. If your manager requires further information, they will speak to you.

2.3 If you do not have access to HRConnect you should contact either your line manager or HRConnect to request the relevant form (RE-ERC 1.1C R2). You should complete this form and return it to HRConnect by email or post. HRConnect will update the outside interests field which will generate the alert outlined above.

2.4 It is important when engaging with your line manager that you advise if the work is paid or unpaid. Paid work includes a fee, payment or other compensation other than travel and subsistence expenses.

## **3. Absences from the workplace to undertake paid work in another public sector post**

3.1 Staff must apply for unpaid leave to allow them to undertake paid work in another public sector post. There is no entitlement to the timing of unpaid leave for the purpose of undertaking other work and any such request will be subject to business needs.

3.2 A limited number of circumstances allow staff to apply for and have special paid leave approved to undertake other public sector work which attracts a payment or fee. See HR policy 3.08 Special Leave for further information.

## **4. Pensions Abatement**

4.1 Staff, who are in receipt of a pension, who undertake work for another Government Department or an organisation covered by the Northern Ireland Civil

Service Pension Schemes, and who are considered to be an employee of the NICS or that organisation, should consider if pensions abatement may be appropriate depending on the terms and conditions of their employment. Staff are responsible for clarifying the impact on their pension of any change that would result in a permanent or temporary increase or decrease to their pensionable pay, excluding any normal pay rise payable to all staff. Staff should check the [Civil Service Pensions website](#) for information on “abatement” and how any increase in pensionable pay can affect pension benefits. Link to ‘What is abatement’ leaflet: [What is abatement? | Department of Finance](#) .