

ARKANSAS REGISTER

Transmittal Sheet

Use only for **FINAL** and **EMERGENCY RULES**



Secretary of State

Mark Martin

500 Woodlane, Suite 026

Little Rock, Arkansas 72201-1094

(501) 682-5070

www.sos.arkansas.gov



For Office

Use Only:

Effective Date _____ Code Number _____

Name of Agency _____

Department _____

Contact _____ E-mail _____ Phone _____

Statutory Authority for Promulgating Rules _____

Rule Title: _____

Intended Effective Date

(Check One)

Date

☐ Emergency (ACA 25-15-204) Legal Notice Published _____

☐ 10 Days After Filing (ACA 25-15-204) Final Date for Public Comment _____

☐ Other _____ Reviewed by Legislative Council _____
(Must be more than 10 days after filing date.)

Adopted by State Agency _____

Electronic Copy of Rule e-mailed from: (Required under ACA 25-15-218)

Contact Person

E-mail Address

Date

CERTIFICATION OF AUTHORIZED OFFICER

I Hereby Certify That The Attached Rules Were Adopted
In Compliance with the Arkansas Administrative Act. (ACA 25-15-201 et. seq.)


Signature

Phone Number

E-mail Address

Title

Date

| | | |
|---|--|---|
|  <div style="text-align: center;"> ADMINISTRATIVE RULES STATE OF ARKANSAS BOARD OF CORRECTIONS </div> | Section Number: <div style="text-align: center;">209</div> | Page Number: <div style="text-align: center;">1 of 1</div> |
| | Board Approval Date: <div style="text-align: center;">9/30/88</div> | |
| | Supersedes: <div style="text-align: center;">AR 209</div> | Dated: <div style="text-align: center;">11/29/79</div> |
| | Reference: | Effective Date: <div style="text-align: center;">10/12/88</div> |
| SUBJECT: Part-Time Employment | | |

I. POLICY:

It is the policy of the Department to allow employees to engage in part-time employment, providing it does not hamper their ability to fully and satisfactorily perform any assigned departmental duties.

II. EXPLANATION:

- A. Employees may accept additional part-time employment only after:
 - 1. advising their Unit Warden/Center Supervisor/Administrator in writing of the type of part-time employment being considered and of the hours of such part-time employment; and
 - 2. receiving the written approval of the Unit Warden/Center Supervisor/Administrator.
- B. The Unit Warden/Center Supervisor/Administrator shall approve requests of this type only after receiving assurance from the employee that such part-time employment will in no way hamper the individual's ability to fully and satisfactorily perform any assigned departmental duties.
- C. In case of emergency, a Department of Correction employee working additional employment may be called to report to duty at the unit/center or place of state employment at the discretion of the Unit Warden/Center Supervisor/Administrator.
- D. In case of employment with other state agencies, the employee is required to contact the Central Office Personnel Manager for specific policies covering dual employment.

AR209