



Employees of the Illinois State Treasurer's Office may pursue outside employment or activities to earn extra income or serve the community. However, these activities are subject to important restrictions to prevent conflicts of interest and violations of policy.



What is an Outside Activity?

An outside activity generally refers to any employment, business, or professional engagement that is unrelated to your official State duties.

This may include:

- **Any paid work and certain unpaid work**
- **Ownership of or interest in a business**
- **Consulting**
- **Paid or unpaid positions on certain boards or committees**
- **Holding a second job, including another position within the State**
- **Running for or holding public office**



Required Approvals & Additional Guidelines

- Employees must submit an Outside Activity Form to Human Resources for review and approval by both HR and Legal prior to engaging in any outside activities.
- **Use of Benefit Time:** Employees may not use paid sick leave or other medical leave to perform outside activities. Misuse of benefit time may result in disciplinary action, up to and including termination.
- **Annual Disclosure:** Approved Outside Activity Forms must be submitted or renewed annually, or as circumstances change.
- **Use of State Resources/Information:** Employees are prohibited from using state-owned equipment, property, or confidential information to support outside employment or activities.

Are any Outside Activities Permitted?

Employees may engage in outside employment or serve on boards or committees, provided these activities **do not**:

- Interfere with their official duties or reduce their work efficiency,
- Present a conflict of interest, or appearance of a conflict, with the functions of the Treasurer's Office,
- Violate the Treasurer's Code of Conduct, Employee Reference Manual, or applicable law, including the State Officials and Employees Ethics Act.

ADDITIONAL INFORMATION ON PAGE 2



Reporting is Not Required in Certain Instances:

- Occasional sale of personal items to the public (such as at garage sales or on eBay or Facebook Marketplace)
- Minor services or odd jobs for friends, relatives, or neighbors
- Rental of personally owned property, real or personal
- Serving as a PTO member or volunteer coach
- Being a member of a homeowner's association or similar positions



Questions?

- For more information on Outside Activities and Employment, refer to Section 2.13 of the Employee Reference Manual.
- Outside Activity Forms are available on ADP under the "Forms" section.
- Before engaging in any outside activity, employees are encouraged to consult with the Ethics Officer or the OEIG to ensure the activity is appropriate.
- For additional questions or to submit completed forms, please contact Human Resources.

When in doubt, employees are encouraged to seek clarification prior to accepting or continuing outside engagements.