

## NON-FEDERAL EMPLOYMENT AND OUTSIDE ACTIVITIES

### **Are there any limits on a Federal employee's non-Government work and activities?**

- Yes. A Federal employee may engage in outside work or activities, but only if they do not conflict with Government duties. An activity is not allowed if:
  - it is prohibited by law (such as if it involves lobbying Federal agencies or employment with a foreign government);
  - it will require disqualification from important Government duties; or
  - it creates the appearance of using public office for private gain.

### **When is an employee disqualified from participating in Federal duties because of an outside activity?**

- An employee must disqualify himself or herself from working on a matter that would affect the financial interests of an outside employer or an organization in which the employee serves as an officer or director; and on matters in which a client, a recent former employer or client, or an organization in which the employee is active is a party (or is representing a party).

### **What rules apply regarding outside teaching, speaking, and writing?**

- An employee may not receive payments (other than travel reimbursements) for teaching, speaking, or writing related to the employee's official duties, including if:
  - an activity is undertaken as part of official Government duties;
  - the offer to engage in the activity was made primarily because of the employee's Government position;
  - payment is from someone whose interests may be substantially affected by performance of the employee's duties (or the offer to undertake the activity came from such a person or organization); or
  - for non-career employees, teaching or writing relates generally to the subject matter area, industry, or economic sector affected by the employee's agency.

### **Are there any exceptions to the rules on outside teaching?**

- Yes; an employee may be paid for teaching a course that is part of a school's regular curriculum, even if related to official duties.

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**FOR ADVICE ON THIS TOPIC, CALL THE ETHICS DIVISION AT (202) 482-5384**

**A WORD ABOUT ETHICS**