



20TH JUDICIAL DISTRICT OF COLORADO

ADMINISTRATIVE ORDER 05-101

SUBJECT: Outside Employment and Second Jobs

To: Judicial Officers, District Administrator, Clerk of Court, Chief Probation Officer, Trial Court and Probation Staff

From: Roxanne Bailin DATE: March 23, 2009
Chief District Judge

1. Judicial Branch employment shall be the principal vocation of employees.
2. An employee may engage in outside employment if the following conditions are met:
 - A. The outside employment does not interfere with job performance. Interference may include, but is not limited, to the following:
 1. The employee not being available for scheduled appointments or meetings.
 2. The employee not being available for court hearings.
 3. Interference with the functioning of the employee's team, including work load issues related to the need to cover for the absent employee.
 4. Extended absences, usage of leave, or abuse of leave for purposes of pursuing outside employment.
 - B. The outside employment does not conflict with the interest of the Judicial Branch or State of Colorado.
 - C. The outside employment is not the type of employment or job duties which could reasonably give rise to criticism or suspicion of conflicting interests or duties.
 - D. The employee has obtained approval from both their immediate supervisor and the appropriate Administrative Authority.
3. Approval for outside employment is granted contingent upon the understanding that when a person, employed by the 20th Judicial District as a language interpreter or court reporter, acts as an interpreter or court reporter outside the court they shall:
 - A. Never pose as acting in an official capacity on behalf of the court in their role as a private freelance language interpreter or court reporter.
 - B. In the event that a case comes before the court in which the interpreter or court reporter has provided private services, the language interpreter or court reporter shall immediately disclose to the judge they have provided private interpretation or court reporting services for the party.

An employee may not engage in outside employment when the assignment is to provide interpreting or court reporting services for another state agency whose payment would be processed through the State Treasurer's Office as an employee cannot be paid from payroll and COFRS at the same time.

4. Pursuant to the requirements of the Fair Labor Standards Act, non-exempt employees may not work as volunteers in a Colorado Judicial Branch position of any sort under any circumstances.

PROCEDURE

An employee who desires to obtain outside employment or a second job shall request permission in the following manner:

- a. The employee will request permission from their immediate supervisor in writing. The written request should include the following information:
 - i. The name of the employer, job title and job duties.
 - ii. The proposed hours of work
 - iii. The name and phone number of the employee's proposed supervisor in the second job.
 - iv. A description of any potential conflicts of interest and how the employee intends to resolve those issues.
 - v. Proposed duration of the outside employment.
- b. The written request will be reviewed by the employee's immediate supervisor. If the request is approved, then the letter will be signed by the supervisor and forwarded to the appropriate Administrative Authority and reviewed.
- c. The appropriate Administrative Authority will review the written request and inform the employee of permission or denial. Second jobs and outside employment are privileges which the appropriate Administrative Authority is under no requirement or obligation to grant, and this decision will be final.

The appropriate Administrative Authority and/or the employee's immediate supervisor may review the second job at any time if the outside employment appears to interfere with the employee's job performance. In the event that the outside employment is of a temporary or intermittent nature, permission may be granted for the employee to utilize paid time off to accept the outside employment. Consulting jobs, conference or teaching jobs, or other "one-time" positions will be considered on a case-by-case basis. However, extended sick leave or administrative leave will not be granted under any circumstances.

Roxanne Bailin

Hon. Roxanne Bailin
Chief Judge
Twentieth Judicial District

