



NMHS POLICY	
Additional Employment	
Scope (Staff):	All North Metropolitan Health Service (NMHS) employees
Scope (Area):	All Areas of NMHS

1. Aim

This policy outlines the conditions under which NMHS employees may be permitted to undertake additional employment. It aims to ensure that obligations under the [Public Sector Management Act 1994](#), the [Occupational Safety and Health Act 1984](#), and the [WA Health Code of Conduct](#) are met, and to avoid or manage any adverse impact that additional employment may have on the NMHS employee's performance, health and/or well-being.

2. Risk

Failure to adhere to this policy may result in detrimental effects on employees' fatigue levels, health and performance, therefore risking employee and/or patient safety.

Potential for actual or perceived conflict of interest should be considered in assessing additional employment applications.

3. Principles

This policy applies to all employees regardless of employment status or type, as well as applicants recommended for appointment. Where an employee is engaged on a casual basis within the NMHS, this policy should be applied within the context of the relevant [Industrial Instrument](#) and the circumstances of the engagement.

The requirements of this policy should be brought to the attention of all recommended applicants and new appointees during the recruitment and/or appointment process. Where alternative employment is currently in place at the time of recruitment, recommended applicants and new appointees should seek written permission for their alternative employment to continue in accordance with this policy. This requirement is identified on receipt of a letter of offer, within the Health Support Services (HSS) [N2 New Employment Details form](#).

NMHS employees must seek written approval in accordance with the requirements of this policy, should they wish to undertake additional employment. Approval can only be

granted for a maximum of 12 months, after which arrangements are to be reviewed and reapplication for approval will be required.

If permission for additional employment is given, a new application to undertake additional employment must be submitted where there are changes to the existing arrangements as understood by the employer. This includes:

- changes to the additional employment arrangements e.g. increased hours, changed days or cessation of the arrangement
- changes to employment circumstances e.g. promotion, transfer etc.
- the period of approval expires, or after 12 months.

Factors to be considered in review of the application for additional employment are whether the additional employment may result in:

- a potential detrimental effect on the employee's efficiency, performance, health, safety and/or wellbeing
- a potential detrimental effect to the health, safety and wellbeing of patients, the public and other employees within the workplace
- contravention of any employment requirements stipulated within the relevant Industrial Instrument
- contravention of any WA Health and NMHS policies (e.g. [NMHS Fatigue Identification, Prevention and Risk Management Policy](#) etc.)
- inconvenience to the hospital / HSP and
- an actual, perceived or potential conflict of interest.

The review should also determine whether the additional employment is to be undertaken during a period of approved leave, as leave is taken for rest and recreation. Subject to the provisions of any applicable Industrial Instrument, in general additional employment cannot be undertaken during a period of long service leave.

Applications by full time employees seeking permission to engage in regular part time work that is additional to their current position will be reviewed carefully, and with consideration for the employee's wellbeing and the potential impact on their work performance. Similar consideration should be given to part time or casual employees seeking permission to engage in work that results in the employee working over 80 hours per fortnight.



4. Approval Process

Information on how to request additional employment approval can be found on the NMHS [Additional Employment intranet page](#).

5. Withdrawal of Approval

In instances where the employer is of the view that the additional employment is adversely affecting the performance of the employee's official duties or can no longer be sustained by the organisation due to operational requirements, approval for additional employment may be withdrawn. Where withdrawal of approval is being considered, principles of procedural fairness should be applied. The employee must be provided with the reason(s) for withdrawal in writing.

6. Roles and Responsibilities

Managers

Managers are responsible for:

- ensuring the requirements of this policy are brought to the attention of all recommended applicants and new appointees during the recruitment and/or appointment process and to existing staff.
- ensuring that authorised approval is sought by employees where the manager is aware of additional employment
- promptly reviewing additional employment requests and ensuring full and proper consideration is given and a thorough risk assessment is undertaken
- noting the period of approval for the additional employment and ensuring timely review of the arrangements upon expiry of the approval period.

Employees

All employees are responsible for ensuring they:

- are familiar with the requirements of this policy
- comply with Section 102 of the Public Sector Management Act 1994 by promptly seeking written permission for additional employment
- communicate any changes in circumstances relating to the additional work arrangement, including changes in employment within NMHS
- noting the period of approval for the additional employment and ensuring timely reapplication of the arrangements on expiry of the approval period
- comply with the work hours prescribed in their Industrial Instrument if additional employment is undertaken.

7. Record Keeping

All relevant documentation in relation to the employee's application for additional employment must be forwarded to HSS for record keeping and reporting, and a copy provided to the employee.

HSS will retain the documentation in accordance with the:

- [WA Public Sector Commission record keeping practices](#)
- [General Disposal Authority for Human Resource Management Records](#)
- [Freedom of Information Act 1992](#).

8. Grievance Resolution

Should an employee have a concern about the fairness or propriety of a decision or action taken/not taken with regard to their application for additional employment, the employee may utilise the grievance resolution process.

Refer to:

- [WA Health Grievance Resolution Policy](#)
- [NMHS Guidelines for Resolving Employee Grievances](#)
- [Relevant Industrial Instrument](#)

9. Compliance and Evaluation Monitoring

The Chief Executive and each site or service Executive Director are responsible for maintaining compliance by ensuring that managers, supervisors and employees are aware of the requirements of this policy.

Non-compliance with this policy may constitute a breach of the [DOH Mandatory Policy 0031/16 Code of Conduct](#) and will be dealt with according to the [DoH Mandatory Policy 0040/16 Discipline Policy](#).

10. Queries and Advice

For queries and advice, please contact [site Human Resources](#).

11. Definitions

Additional Employment	<p>Additional employment refers to any employment that is undertaken in addition to the employee's contract of employment with NMHS.</p> <p>Additional employment may be:</p> <ul style="list-style-type: none">• within NMHS• external to NMHS but within a West Australian hospital / Health Service Provider (HSP) or the Department of Health (DOH)• public or private employment external to NMHS• appointment to a government office, post or position• self-employment;• casual employment• agency work and/or• any employment for reward other than in connection with the functions of his or her NMHS office, post or position. <p>Additional employment includes any employment an employee seeks to undertake during periods of approved leave (paid or unpaid).</p> <p>An employee who is involved in a Self-Managed Superannuation Fund (SMSF) as a trustee or director of a corporate trustee is considered to be carrying out additional employment.</p> <p>An employee who receives a honorarium is considered to be carrying out additional employment. A honorarium is a payment made to someone for a service for which no official charge is made (for example, but not limited to, a speech).</p> <p>Exercising the 'right of private practice' whilst employed by and working within a NMHS hospital, under terms specified in an applicable Industrial Instrument, does not constitute additional employment.</p>
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Related internal policies, procedures and guidelines

[DOH Mandatory Policy 0031/16 Code of Conduct](#)

[DOH Awards and Agreements Library](#)

[DOH Managing Conflict of Interest Policy and Guidelines](#)

[DOH Employee Grievance Resolution Policy](#)

[DoH Mandatory Policy 0040/16 Discipline Policy](#)

[NMHS Managing Conflicts of Interest Procedure](#)

[NMHS Guidelines for Resolving Employee Grievances](#)

[NMHS Authorisations Schedule](#)

[NMHS Fatigue Prevention and Management Policy](#)

References

[Public Sector Management Act 1994 \(s. 102\)](#)

[Occupational Safety and Health Act 1984](#)

[Freedom of Information Act 1992](#)

[Public Sector Commissioner's Circular: 2012-02 Self-Managed Superannuation Funds \(SMSF\) – Outside Employment Section 102 of the Public Sector Management Act 1994](#)

[Commissioner's Instruction No 7 Code of Ethics](#)

[Public Sector Commission: Grievance Resolution Standard](#)

[WA Industrial Relations Commission General Order No.763 of 1982, Long Service Leave Conditions State Government Wages Employees](#)

WorkSafe [Code of Practice – Working Hours and Risk Management Guideline](#)

[State Records Office General Disposal Authority State Government Information](#)

Useful resources









[DOH Conflict of Interest Assessment Guide and Record Form](#)

[N2 New Employment Details form](#)

[Request to engage in Additional Employment Form \(D18\)](#)

[Conflicts of Interest page](#) on the Integrity tab of the NMHS information hub

[NMHS Conflict of Interest Assessment Guide and Record](#)

Sponsor	Executive Director Business and Performance				
Contact	Manager Workforce Planning				
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Approved:	Executive Director Business and Performance			Date:	15/12/2020
NSQHS Standards Applicable:	<input checked="" type="checkbox"/>  Std 1: Clinical Governance <input type="checkbox"/>  Std 2: Partnering with Consumers <input type="checkbox"/>  Std 3: Preventing and Controlling Healthcare Associated Infection <input type="checkbox"/>  Std 4: Medication Safety		<input type="checkbox"/>  Std 5: Comprehensive Care <input type="checkbox"/>  Std 6: Communicating for Safety <input type="checkbox"/>  Std 7: Blood Management <input type="checkbox"/>  Std 8: Recognising and Responding to Acute Deterioration		
National Standards for Mental Health Services	<input type="checkbox"/> Std 1: Rights and Responsibilities <input type="checkbox"/> Std 2: Safety <input type="checkbox"/> Std 3: Consumer and Carer Participation <input type="checkbox"/> Std 4: Diversity Responsibility <input type="checkbox"/> Std 5: Promotion and Prevention <input type="checkbox"/> Std 6: Consumers <input type="checkbox"/> Std 7: Carers <input type="checkbox"/> Std 8: Governance, leadership and management		<input type="checkbox"/> Std 9: Integration <input type="checkbox"/> Std 10: Delivery of Care <input type="checkbox"/> 10.1 Supporting Recovery <input type="checkbox"/> 10.2 Access <input type="checkbox"/> 10.3 Entry <input type="checkbox"/> 10.4 Assessment and Review <input type="checkbox"/> 10.5 Treatment and Support <input type="checkbox"/> 10.6 Exit and Re-entry		
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The health impact upon Aboriginal people have been considered, and where relevant incorporated and appropriately addressed in the development of this health initiative (ISD reference number: 18).

This document can be made available in alternative formats on request for a person with a disability.

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