

# Secondary Employment and Unpaid Work (SEUW) Policy

How we manage staff with a second job

Easy Read version



## How to use this policy



A **policy** is:

- a government plan for how to do things
- where rules come from.



The NSW Department of Communities and Justice wrote this policy.

When you read the word 'we', it means the NSW Department of Communities and Justice.



We wrote this policy in an easy to read way.

We use pictures to explain some ideas.

**Bold**

We wrote some important words in **bold**.

Not bold

This means the letters are thicker and darker.



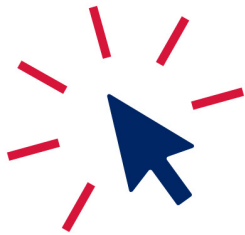
We explain what these words mean.

There is a list of these words on page [17](#).



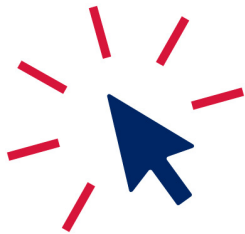
This is an Easy Read summary of our Conflicts of Interest Policy and Procedure.

This means it only includes the most important ideas.



You can find the full policy on our website.

[dcj.nsw.gov.au/resources/policies/secondary-employment-and-unpaid-work.html](https://dcj.nsw.gov.au/resources/policies/secondary-employment-and-unpaid-work.html)



If you work with us you can find the full policy on our staff website.

[intranet2.dcj.nsw.gov.au/employee-resources/my-ethics-and-compliance/secondary-employment-and-unpaid-work.html](https://intranet2.dcj.nsw.gov.au/employee-resources/my-ethics-and-compliance/secondary-employment-and-unpaid-work.html)



You can ask for help to read this policy.

A friend, family member or support person might be able to help you.

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## About this policy



When you work for us it means your main job is with the NSW Department of Communities and Justice.



This policy is about how we manage staff who have **secondary employment**.



Secondary employment is when someone works in another job outside of their main job.

Secondary employment includes unpaid work, such as staff who **volunteer**.



When you volunteer, you:

- work but you don't get paid.
- do work that helps other people.



This policy is for everyone who works for the NSW Department of Communities and Justice.



You might also have to follow other:

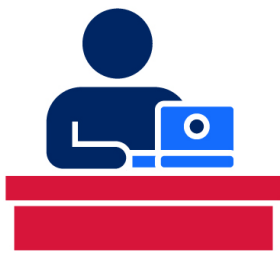
- laws
- rules.

# Why we need to manage secondary employment



We understand that secondary employment can support you to learn new skills.

But we need to make sure your secondary employment does not:



- affect your work with us



- affect your health

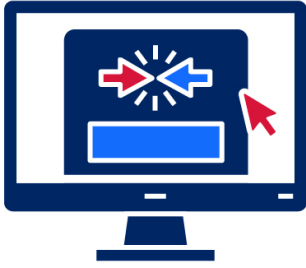


- have a **conflict of interest** with our work.



A conflict of interest is when you could affect a decision so the result is better for:

- you
- someone you know.



We wrote an Easy Read version of our policy about conflicts of interest.

You can find it on our website.

[dcj.nsw.gov.au/resources/policies/conflicts-of-interest.html](https://dcj.nsw.gov.au/resources/policies/conflicts-of-interest.html)



## When you must tell us about secondary employment



You must tell us when you take part in secondary employment.



You must ask us before you take part in secondary employment if your work with us is **full-time**.



Full-time is when you work at least 35 hours each week.

You must tell us about your secondary employment if your work with us is:



- **part-time** – when you work less than 35 hours each week



- **casual** – when your work hours change each week.

You must tell us about your secondary employment if it is with:



- **emergency services** – people who provide support during an emergency to keep other people safe



- the **Australian Defence Reserves** – people who can support the defence force when they need it, like the army or navy.



You must ask us before you have secondary employment if an injury affects your work.



You must not show support for a political party while you work for DCJ.

You might be able to take time off work if you want to do this.



You must also tell us if your secondary employment changes.



You must do this within 3 business days of the changes.



All secondary employment forms end on 30 November each year.



This means you will need to fill out a new online form before 30 November each year.



It is a **breach** of the policy to break these rules.

This means you will get in trouble.



A breach is when someone:

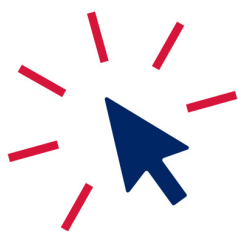
- doesn't follow the rules
- does something they are not allowed to do.

## How to tell us about secondary employment



You can use our online form to ask or tell us about your secondary employment.

[dcj.nsw.gov.au/resources/policies/secondary-employment-and-unpaid-work.html](https://dcj.nsw.gov.au/resources/policies/secondary-employment-and-unpaid-work.html)



If you work with us you can find the form on our staff website.

[intranet2.dcj.nsw.gov.au/employee-resources/my-ethics-and-compliance/secondary-employment-and-unpaid-work.html](https://intranet2.dcj.nsw.gov.au/employee-resources/my-ethics-and-compliance/secondary-employment-and-unpaid-work.html)



You should also talk to your manager or supervisor.

Your manager or supervisor will:



- check your form
- let you know what they decide about your secondary employment
- give you a plan with rules to follow.



If you don't agree with our decision, you can contact our People Business Partner.

You can ask your manager or supervisor about how to contact our People Business Partner.

## Support to use this policy



You can ask your manager or supervisor for more information about this policy.



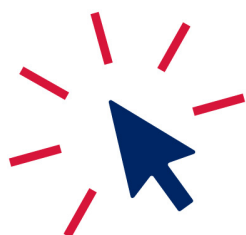
You can also ask the Fraud and Corruption Compliance Unit for more information.

The Fraud and Corruption Compliance Unit helps managers, supervisors and workers understand our policies.



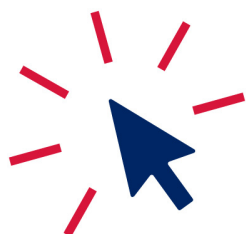
You can ask your manager or supervisor about how to contact the Fraud and Corruption Compliance Unit.

## More information



You can find out more about this policy on our website.

[dcj.nsw.gov.au/resources/policies/secondary-employment-and-unpaid-work.html](https://dcj.nsw.gov.au/resources/policies/secondary-employment-and-unpaid-work.html)



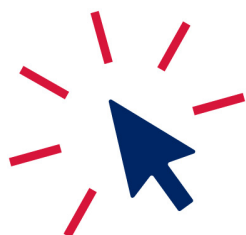
If you work for us, you can visit our staff website.

[intranet2.dcj.nsw.gov.au/employee-resources/my-ethics-and-compliance/secondary-employment-and-unpaid-work.html](https://intranet2.dcj.nsw.gov.au/employee-resources/my-ethics-and-compliance/secondary-employment-and-unpaid-work.html)



You can email us for more information.

[secondaryemploymentunpaidwork@dcj.nsw.gov.au](mailto:secondaryemploymentunpaidwork@dcj.nsw.gov.au)



You can find more contact information on our website.

[www.dcj.nsw.gov.au/contact-us.html](https://www.dcj.nsw.gov.au/contact-us.html)

## Translating and Interpreting Service (TIS)



If you need something in a language other than English, you can call the Translating and Interpreting Service (TIS).

**131 450**



You can ask for their support to send us an email.

**[conflicts@dcj.nsw.gov.au](mailto:conflicts@dcj.nsw.gov.au)**



## Word list

This list explains what the **bold** words in this document mean.



### **Australian Defence Reserves**

Australian Defence Reserves are people who can support the defence force when they need it, like the army or navy.



### **Breach**

A breach is when someone:

- doesn't follow the rules
- does something they are not allowed to do.



### **Casual**

Casual is when your work hours change each week.



### **Conflicts of interest**

A conflict of interest is when you could affect a decision so the result is better for:

- you
- someone you know.



## Emergency services

Emergency services are people who provide support during an emergency to keep other people safe.



## Full-time

Full-time is when you work at least 35 hours each week.



## Part-time

Part-time is when you work less than 35 hours each week.



## Policy

A policy is:

- a government plan for how to do things
- where rules come from.



## Secondary employment

Secondary employment is when someone works in another job outside of their main job.



## Volunteer

When you volunteer, you:

- work but you don't get paid.
- do work that helps other people.



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