

TO: All Maryland State Department of Education Employees
FROM: Carey M. Wright, Ed.D., State Superintendent of Schools
DATE: July 19, 2024
SUBJECT: Outside and Secondary Employment Approval Process



Introduction

The purpose of this memorandum is to notify employees of the outside and secondary employment approval process that all Maryland State Department of Education (MSDE) employees must adhere to.

Under the COMAR 13A.01.03.02 (A): Outside Employment clause, *the assistants [staff] of the State Superintendent of Schools shall devote their full time to the work of their respective positions, and shall make no engagements for employment as instructors, or in any other way employ themselves outside their usual duties, without the consent of the State Superintendent of Schools.*

Outside and Secondary Employment Form

MSDE employees must receive pre-approval using the Outside and Secondary Employment Form attached to this memo to engage in any secondary employment and to ensure that the secondary employment does not conflict with their primary roles and responsibilities with MSDE. The secondary employment may be paid or unpaid employment with governmental or non-governmental entities.

Approval Process

Employee requesting the secondary employment request must complete the secondary employment form, sign the Ethics Acknowledgement form, and submit them for the following approval:

1. Employee's supervisor
2. Executive Director and/or Assistant State Superintendent of the office and/or division
3. Deputy Superintendent responsible for the office and/or division
4. Office of Human Resources - for the State Superintendent or Designee approval

The approval must be renewed each year; when an employee's role changes within MSDE; and/or when secondary employment status changes.

Please contact Krishnanda Tallur, Deputy State Superintendent, Finance and Operations, via email at Krishnanda.tallur@maryland.gov should you have any questions.