

THE IAC/S BULLETIN

Updates from the Office of Internal Controls, Audit Compliance & Information Security

What is Secondary Employment?

Public Ethics Law defines Secondary Employment as compensated employment or non-compensated service as an elected official at the local level; or with a for-profit or non-profit entity; a local government or federal agency; another State-agency; a State, federal, or local government board or commission; or a for-profit or non-profit board or commission. Secondary employment also includes self-employment and individual consulting. Please note that an employee's State position is considered primary employment and all other employment is considered secondary employment.

Who is Required to File?

Maryland Health-General Article, § 2-103(b)(6) requires Maryland Department of Health (MDH) employees to file a Secondary Employment and Compensation Disclosure Form if they are:

- Grade 18 or above and
- In an Executive Service, Management Service, or Appointed Service position

Note: These employees are required to submit a disclosure form whether or not they have secondary employment.

Why is Secondary Disclosure required?

Disclosing secondary employment assists the Office of Internal Controls, Audit Compliance & Information Security (IAC/S) in ensuring that outside employment held by MDH employees does not create a conflict of interest or impair the impartiality and independence of judgment of the employee.

What if I'm not required to file?

Employees that are not required to file, but have secondary employment, should disclose their secondary employment details to their supervisors for review. If a conflict of interest or the appearance of a conflict of interest is found, it is the responsibility of the employee and his or her supervisor to disclose that information to the IAC/S for review.

SECONDARY EMPLOYMENT & COMPENSATION DISCLOSURE FILING OPENS OCTOBER 7

The Maryland Department of Health's Secondary Employment and Compensation Disclosure filing period for Calendar Year 2022 (January 1, 2022-present) will begin October 7 and end December 2.

For assistance, please contact Emely Ramirez via email at Emely.Ramirez@maryland.gov.

What if I have a conflict of interest?

The Public Ethics Law contains some special exemption provisions that may allow an official or employee to hold secondary employment or a financial interest that the Public Ethics Law would otherwise prohibit. Most of the provisions are applicable solely to part-time members of State boards and commissions.

If your secondary employment or potential secondary employment poses a conflict of interest or an appearance of a conflict of interest, you may need to complete a Request for Review of Secondary Employment Form (Form 25). Please contact Emely Ramirez via email at Emely.Ramirez@maryland.gov for guidance.

When should I file?

- An email containing the filing link and instructions will be forwarded to required filers on October 7.
- Please complete and submit the form no later than December 2.
- If you have any questions, contact Emely Ramirez, Secondary Employment Coordinator, Emely.Ramirez@maryland.gov.

Read more on our website:

<https://health.maryland.gov/iac/Pages/secondary-disclosure.aspx>