



NEVADA STATE BOARD OF MASSAGE THERAPY POLICY AND PROCEDURE

Subject: Secondary Employment	Policy No. 2.8.1	
	Issued By: Board	Distribution: Nevada State Board of Massage Therapy Members and Employees
	Amends/Supersedes	
Reference(s): SAM 0323	Effective Date: January 10, 2024	

I. PURPOSE

To establish a policy identifying when an employee may engage in outside employment activities and when such outside employment activities may be determined to be in conflict with employment with the NSBMT or the State.

II. POLICY

It is the policy of the NSBMT to allow secondary employment as long as that secondary employment does not present a conflict with the employee's ethical obligations or duties of the employee's position, or with the duties, functions, or responsibilities of the NSBMT.

Employees approved for secondary employment are not eligible for Remote Work Agreements.

III. SCOPE

This policy shall apply to all NSBMT employees.

IV. RESPONSIBILITY

- A. Employees are responsible for complying with the requirements of this policy.
- B. Supervisors are responsible for:
 1. Informing current employees periodically of the content and intent of this policy.
 2. Taking disciplinary action when an employee is in violation of this policy.
- C. The Executive Director shall be responsible for:
 1. Providing assistance to supervisors and employees in the interpretation and explanation of this policy.
 2. Assisting management in determining action to be taken if an employee violates this policy.

V. PROCEDURES

- A. All employees shall be advised by their supervisor (during current employment) about restrictions involved in employment outside and in addition to their employment with the department.
- B. NSBMT equipment, phones, office space, supplies or facilities shall not be used for any outside employment purposes.
- C. Employees shall, prior to accepting outside employment, notify their supervisor of their intent to do so, and shall provide, in writing, a Secondary Employment Disclosure form for the Executive Director's approval.
- D. Employees must submit a Secondary Employment Disclosure Form within 30 days before engaging in any secondary employment. The Secondary Employment Disclosure Form must be renewed annually.
- E. The supervisor shall provide the request to the Executive Director along with any recommendations regarding the request. The Executive Director shall review the request and may approve the request.
- F. When unsure if there is a conflict, the Executive Director shall consult with legal counsel for a final determination.
- G. Failure to adhere to the requirements outlined in this policy may result in disciplinary action.

VI. POLICY EXCEPTION

On occasion there are special circumstances that may require an exception to this policy be granted. Exceptions, while not common, require the approval of the Executive Director.

VII. POLICY COMMUNICATION

All supervisors and managers of the NSBMT will provide their employees with a copy of this policy. Employees needing clarification should contact the Executive Director for assistance.

This policy is not a substitute for relevant law or regulation nor does it establish additional rights beyond those provided in law and regulation. This policy is intended to be used in conjunction with federal regulations and state law.