

Article 55
Outside Employment and Activities

Section 1

Written approval is required before any HHS employee may, with or without compensation:

- (1) Provide consultative or professional services, including service as an expert witness;
- (2) Engage in teaching, speaking, writing, or editing undertaken at the request of a prohibited source (i.e., a person or entity who does or seeks to do business with HHS; seeks official action by HHS; conducts activities regulated by HHS; has interests which may be substantially affected by the performance of the employee's duties; or an organization composed of prohibited sources);
- (3) Provide services to a non-federal entity as an officer, director, or board member, or as a member of a group, however denominated, that renders advice or consultation.

Section 2

- A. When an employee is ordered to divest his or her financial holdings, the Employer will provide the employee with written confirmation of its order that he/she divest, including the reasons for the divestiture.
- B. In order for employees to be made aware of their legal rights regarding the divestiture order, the notice must include citations of all pertinent authorities and regulations that are the basis for the divestiture order, including appropriate citations of 5 CFR 2634, 5 CFR 2635, and 5 CFR 5501.
- C. After notice is served and prior to the Employer taking any action in support of the divestiture order, the Employer will give the employee a reasonable opportunity (not to exceed 90 days) to comply with the divestiture order.

M Anna/made
17 May 2010

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the bottom.