PRIVATE WORK CHECKLIST:

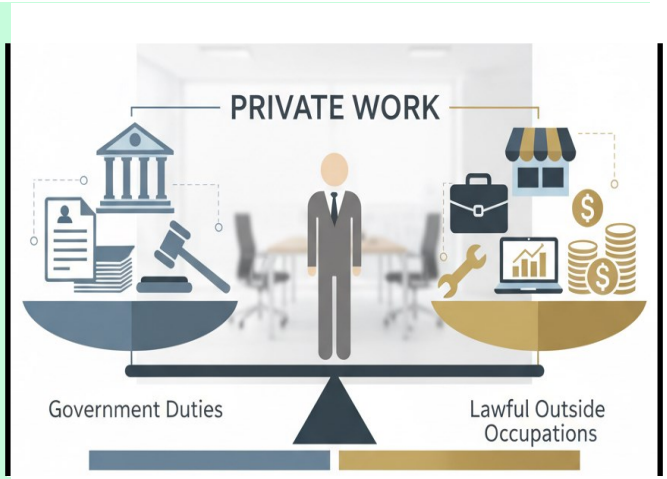
Thinking about starting a business, freelancing or consulting?

Before You Start;

- ☐ Have I disclosed the activity to the appropriate authority?
- ☐ Could the activity conflict with my official duties?
- ☐ Will it affect my attendance, performance or availability?
- ☐ Will I be using Government information or resources?
- ☐ Am I dealing with people or organisations connected to my official duties?
- ☐ Have I received the required permission before starting?

If you cannot tick the last box — SEEK APPROVAL.

DISCLOSE → CHECK → SEEK PERMISSION → THEN PROCEED



Office of the Services Commissions

Ministry of Finance and the Public Service Complex
2nd Floor, Block G
30 National Heroes Circle
Kingston 4
Tel: (876) 922-8600
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

This is a publication of the Information, Standards & Public Education Unit
© 2026

PRIVATE WORK FOR PUBLIC OFFICERS

GOT A SIDE JOB?

KNOW THE RULES BEFORE YOU START!

WHAT IS PRIVATE WORK?

Any occupation, business, professional service, trade, or other revenue-generating activity that a public officer engages in outside of his official government duties is referred to as private work.

In other words, it is work you do on your own time, whether you are paid by an individual, company, organisation, or operate your own business.

Examples may include:

- Working part-time for a private company
- Operating a private business
- Freelancing or providing professional services for payment
- Teaching/lecturing, tutoring or providing paid training services
- Any other income generating activity

For public officers, private work is not simply a personal matter. It requires prior approval/permission and must NOT conflict with the officer's official responsibilities, working hours, or the interests of the Government.

Before you start Private Work:– GET PERMISSION

If you wish to engage in private work, your request should be made in writing and should clearly state:

- **What will you be doing?** Provide a description of the exact nature of the private work or activities you intend to undertake.
- **When will you be doing it?** State the period or timeframe during which the activities will take place.
- **Are you professionally qualified?** Indicate whether any professional certificate or license required for the activity has been obtained and remains current.

Approval Process:–

Entities Without Delegation

- All requests should be submitted through the relevant Head of Department (HOD) to the Office of the Services Commissions (OSC).
- Requests should reach the OSC for approval at least two (2) months before the intended start date.
- HODs are required to examine private-work requests before forwarding them to the OSC, indicating whether they support the request and if there is any potential conflict of interest.

Entities With Delegation

- All requests must be submitted to the Permanent Secretary (PS)/HOD for approval.
- Where requests are approved, Permanent Secretaries (PS) and HODs are required to implement mechanisms to ensure that no conflict of interest develops in relation to employees' engagement in private work.

What about serving on a Board?

- If you wish to serve on a Board while employed in the public service, permission must be obtained from the entity where you are employed.
- The procedures governing private work must also be followed.

Approval Granted? Yes?

As a Public Officer, you are expected to give your **full attention and commitment to your official duties during stipulated working hours.**

Private work must:

- Be done **outside normal working hours**;
- Be kept **to a minimum**; and
- **Not interfere with your official duties.**

Never assume that you can start and seek approval afterward.