



Request for Approval for Outside Employment

EMPLOYEE INFORMATION			
Employee Name (First, Last, Middle Initial)			
Home Address	City	State	Zip
Employee ID Number	Telephone Number _____ <input type="checkbox"/> HOME <input type="checkbox"/> CELL		
SECOND EMPLOYER INFORMATION			
<p>I understand that my County employment takes precedence over all outside employment and I agree to comply fully with the "Outside Employment" and "Conflict of Interest" policies found in the Employee Handbook.</p> <p style="text-align: center;"><input type="checkbox"/> YES <input type="checkbox"/> NO</p>			
Name of Second Employer		Type of Business	
Description of Work			
PROPOSED WORK SCHEDULE FOR SECOND EMPLOYER			
Schedule	Start Time	End Time	
Week Days _____	_____	_____	
Weekend _____	_____	_____	
Maximum # Hours Scheduled to work per week: _____			
Beginning Date of Employment _____ End Date of Employment (if applicable) _____			
NOTE			
<p>The work of the County must have precedence over any other occupational interest of its employees. An employee who wishes to hold outside employment for salary, wages or commission and/or any self-employment, must request permission in writing and have it approved by their immediate supervisor and Department Manager prior to beginning such employment. No time during County working hours may be used to promote or carry out outside employment, nor shall any County equipment, supplies or office space be used in conjunction with outside employment (except public safety uniforms when used in approved outside employment). Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including dismissal.</p>			
Employee Signature:		Date:	
Supervisor Signature:		Date:	
DECISION			
Department Manager Signature:		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	

Return copy of form to Human Resources