



Request for Secondary or Outside Employment Form

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|--|----------------------------------|------------------|----------|---|--|
| Employee Name: | | | | | |
| Employee ID#: | | Date of Request: | | | |
| Name(s) of Secondary or Outside Employment: <small>(attach a separate sheet if more than 3)</small> | 1. _____ 2. _____ 3. _____ | | | | |
| Information about Assignment/Nature of Work: | | | | | |
| | Per Week or | Per Month or | Per Year | Beginning Date of Secondary or Outside Employment * | Ending Date of Secondary or Outside Employment * |
| Number of Hours: | | | | | |

*Requests for secondary or outside employment must be updated annually and/or when there is a change.

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| Emerald Isle Personnel Policy, Article V, Section 3: Outside Employment |
| <p>The work of the Town shall have precedence over other occupational interests of employees. All outside employment for salaries, wages, or commission and all self-employment must be reported in advance to the employee's supervisor, who in turn will report it to the Department Head. The Department Head will review such employment for possible conflict of interest and decide whether to approve the work. Conflicting or unreported outside employment are grounds for disciplinary action up to and including dismissal. Documentation of the approval of outside employment will be placed in the employee's personnel file.</p> <p>Examples of conflicts of interest in outside employment include but are not limited to:</p> <ul style="list-style-type: none"> a) employment with organizations or in capacities that are regulated by the employee or employees department; or b) employment with organizations or in capacities that negatively impact the employees perceived integrity, neutrality, or reputation related to performance of the employee |
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I, _____, request permission to engage in secondary or outside employment. I have read the **Employee Name (Please print)** Emerald Isle Personnel Policy, Article V, Section 3: Outside Employment above and understand that my secondary or outside employment must not conflict nor interfere with the duties and responsibilities of my position with the Town and I will comply with the policy.

Signature of Requestor: _____

Supervisors of the requestor, please sign below and check the appropriate box beside your name:

Supervisor/Department Head: _____ Recommended Not Recommended

Human Resources: _____ Recommended Not Recommended

Town Manager: _____ Recommended Not Recommended

Copies Returned To: Requestor, Immediate Supervisor, Human Resources