



# Outside Employment Request

## Employee Information

Full Name:	Employee Number:
Department:	Job Title:

## Outside Employment Information

I hereby request approval to engage in outside employment as described below:

Employer Name:	Employer Location:
Employer Phone:	Estimated Time Required for Employment:
Nature of Employment:	

## Policy Acknowledgement

My signature below acknowledges that I have read and understand section 2.15 of the Employee Handbook on Outside Employment.

1. Employees wishing to hold job(s) outside their employment with the County are required to complete an "Outside Employment Request" form prior to accepting the additional job. This form must be approved by the employee's Department Head. The completed form will be placed in the employee's Personnel file. The County may withdraw its authorization to hold outside employment at any time per the terms of this policy.
2. Work-related activities and conduct outside of Madison County employment must not conflict with the County's interests, or adversely affect job performance and the ability to fulfill all responsibilities to Madison County. This prohibition also extends to the unauthorized use of any County vehicles, tools, or equipment or the application of any County confidential information. In addition, employees may not solicit or conduct any outside business during work time for Madison County.
3. Madison County employees must carefully consider the demands that additional work activity will create before 28 accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems at Madison County, the employee will be asked to discontinue the outside employment, and the employee may be subject to disciplinary action, up to and including termination.
4. Outside employment must be suspended if an employee's work status with Madison County is sick leave, parental leave, FMLA leave, Workers' compensation leave, or restricted duty.
5. If an employee's outside employment presents a conflict of interest with Madison County or if such outside employment has any potential for negative impact on Madison County, the employee will be asked to terminate the outside employment. Failure to comply with the request may result in disciplinary action, up to and including termination.

Employee Signature:	Date:
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## Department Head Action

Decision:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
If denied, please briefly explain why:		
HR Director Signature:	Date:	