



**OUTSIDE EMPLOYMENT REQUEST**

Request Date: \_\_\_\_\_

<b>Employee Name:</b> _____		
Last	First	MI
<b>SSN:</b> ____ - ____ - _____	<b>Date of Birth:</b> ____ / ____ / _____	
<b>Department:</b> _____	<b>Job Title:</b> _____	

In accordance with the Personnel Ordinance under Article 5, employment with Harnett County takes priority over other employment interests of regular employees. The purpose of this approval policy is to determine that secondary work does not have an adverse affect upon county work, is not controversial to County policies, and does not create an appearance of impropriety to the citizens. Outside Employment may be restricted to prevent interference with efficient county service. No employee will perform outside employment which is inconsistent with a professional code of ethics or appears to present a conflict of interest. Employees will not be approved to perform outside employment for any person in their supervisory chain or while in a *Family Medical Leave* status.

**OUTSIDE EMPLOYMENT INFORMATION**

**Secondary Employer Name:** \_\_\_\_\_

**Employer Address:** \_\_\_\_\_  
Street Number & Name  
\_\_\_\_\_  
City, State, Zip

**Employer Phone Number:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Secondary Position Title:** \_\_\_\_\_

**Outside Position Duties:** \_\_\_\_\_

**CERTIFICATION**

I request approval to obtain outside employment as described above. I have read and understand the Outside Employment policy (Personnel Ordinance, Article 5, Section 5) and my outside employment will in no way conflict/interfere with my employment with Harnett County. I understand that this authorization may be revoked if the outside employment adversely affects my performance with Harnett County.

\_\_\_\_\_  
**Employee Signature** \_\_\_\_\_  
**Date**

As Department Director of \_\_\_\_\_ I have reviewed your request for outside  
*Department Name*

employment and in accordance with the above provisions, your request is approved.

\_\_\_\_\_  
**Department Director Signature** \_\_\_\_\_  
**Date**

*Please forward original to Human Resources to be filed in Personnel file.*