DEPARTMENT OF CORRECTIONS

DECLARATION OF OUTSIDE EMPLOYMENT

Department Policy 103.220 states: "Employees may accept outside employment provided the outside employment does not constitute a conflict of interest and does not adversely affect their availability for shifts, assignments, or responsibilities with the department, or adversely affect their mental or physical capacity to fulfill job duties. Employees will not use proprietary information obtained through the course of employment at the department to fulfill the job duties of the outside employment."

In accordance with this policy, each employee is required to report in writing any outside employment or prospective outside employment and keep the appointing authority informed of any change in status. This form is provided for this purpose -- **please complete section I. or II.** This information will only be used by management to assess any potential conflict of interest or to determine if such outside employment would interfere with the performance of your duties.

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Section I. I do not have any outside employment, I understand that if this changes at any time, I will notify my supervisor immediately.

_____ _____ _____

Signature Print Name Date

Section II. I am requesting approval for the following outside employment (including self-employment):

_____

This employment is to be effective the following date:_____

The nature of this outside employment consists of the following:_____

_____

_____

The days and hours of work will be:_____

I affirm that I will not allow my outside employment hours of work to conflict with my department responsibilities. If this is not possible, I agree to terminate my outside employment.

I understand that if my outside employment changes, I will notify my supervisor immediately.

_____ _____ _____

Signature Print Name Date

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Supervisor's Response

Department Policy 103.220, "Personal Code of Conduct of Employees" states that the supervisor will review the outside employment request based on the conditions stated below and approve the request if there appears to be no conflict between their department position and the outside employment. If the supervisor has any questions regarding the compatibility of the two jobs, the supervisor will immediately bring the matter to the attention of the Human Resource Director, who will discuss it with the appointing authority. The appointing authority will make the final determination.

a) Outside employment must not pose a conflict of interest with department employment.

b) Outside employment must not affect the employee's availability for shifts, assignments, or responsibilities with the department.

c) Outside employment must not adversely affect the employee's mental or physical efficiency in fulfilling job duties for the department.

Recommendation:_____ _____ _____

(Approval) (Disapproval) (Date)