Send original to the Department of Personnel/Human Resources.	**Wayne County** **Department of Personnel/Human Resources** **OUTSIDE EMPLOYMENT REQUEST FORM**	**See back of form for information**

Employee ID: _____ Name: _____

Department: _____ Division: _____

Class Title: _____ Hours/Week: _____ Days/Week: _____

Shift: ☐ Day ☐ Afternoon ☐ Night ☐ Rotating

Outside employment:

Name of Employer: _____

Address of Employer: _____

_____

Dates of Employment: From: _____ To: _____

	(Circle One)		(Circle One)	(Circle)
Work Hours: From _____	AM / PM	To _____	AM / PM	Work Days: M T W Th F S S

Nature of Work:

I certify that I will not engage in any outside employment, activity, or enterprise which has or may be determined to be inconsistent, incompatible or in conflict with my County employment, nor shall I accept outside employment in any position which will have the effect of reducing my efficiency as an employee in County service. Therefore, I shall not work more than 20 hours per week of outside employment. I further understand that if I am approved for a leave of absence, the approval of this request is immediately withdrawn.
I further certify that I will resubmit this form for approval annually from the date of approval or when changing positions, departments or divisions within Wayne County.

Employee's Signature: _____ Date: _____

Department Director or Elected Official Signature: _____ Date: _____

☐ Approved ☐ Denied

Comments: _____

*****FOR USE BY ELECTED OFFICIALS ONLY*****

I certify that I am providing notice of employment for myself including self-employment and consulting work.

Elected Official's Signature: _____ Date: _____

***** FOR USE BY THE DEPARTMENT OF PERSONNEL/HUMAN RESOURCES ******

Comments:

Personnel/Human Resources: _____ Date: _____

PERSONNEL/HUMAN RESOURCES
POLICY ON OUTSIDE EMPLOYMENT

The following shall apply to all employees in County service:

a) Employees of the County shall not engage in any employment, activity, or enterprise which has or may be determined to be inconsistent, incompatible, or in conflict with their duties as County employees or with the duties, functions, or responsibilities of their appointing authorities and without prior approval.

b) No employee holding a position in the County shall hold any other position in any other governmental jurisdiction or in private employment when such other position may have the effect of reducing the efficiency of such employee in County service.

c) Employees who desire to accept outside employment in addition to their regular County positions shall inform their appointing authority of the nature and extent of such outside employment. The appointing authority shall thereupon determine whether the holding of such outside employment conflicts with the duties and responsibilities of the employee. The appointing authority shall transmit to the Department of Personnel/Human Resources this form with their determination. The Department of Personnel/Human Resources may from time to time inquire as to whether such outside employment is inconsistent with the performance of the employee's service to the County or reduces their efficiency as a County employee.

d) Employees on any type of leave of absence shall not engage in any outside employment. If previously approved for Outside Employment, when granted a requested leave of absence, prior approval is immediately withdrawn. Upon returning from leave, an employee must submit a new request for Outside Employment to their appointing authority for approval.

e) Employees engaged in outside employment must resubmit their requests for approval **each year** on the anniversary of their original request or date of last renewal or when changing positions, elected offices, departments or divisions within Wayne County.

f) Continued approval of outside employment remains within the sole discretion of the new appointing authority when changing positions, departments or divisions within Wayne County.

g) Employees who fail to comply with or violate the provisions of this Policy are subject to SUSPENSION, DEMOTION, AND OR REMOVAL from County Service.

h) Do not use this form for reporting election or appointment to a public office.

i) Elected Officials only need to provide notice of the name and address of all sources of employment for themselves including self-employment and consulting work.