



Granville County
REQUEST FOR OUTSIDE ENGAGEMENTS OR SECONDARY EMPLOYMENT

This form must be completed and submitted as disclosure of any outside engagement, secondary employment for salaries, wages, or commissions, and self-employments **at the point of hire** (if the secondary employment is already in place when the employee is hired by Granville County) **or before taking secondary employment** (if the employee is currently employed with Granville County and wishes to take on secondary employment).

Outside engagements including service on boards or entities with which Granville County conducts business or provides funding must also be disclosed.

Also see Granville County Personnel Policy, Article V Section 4: Outside Engagements and Secondary Employment and Section 24: Conflict of Interest Policy.

Employee Name _____ Date _____

Department _____ Title _____

I hereby request approval for outside engagements or secondary employment as described below:

Name of entity/employer _____

Address _____

Nature of engagement/employment _____

Expected schedule/hours of employment _____

I understand that Granville County's policy forbids me from engaging in outside engagements or secondary employment or business opportunities, for myself or another employer, which would conflict or interfere with my position with the County. I understand that using county equipment or materials for outside employment is strictly prohibited. I understand that outside engagements and secondary employment must be approved by the County Manager or appointing authority in advance of performing outside or secondary employment duties, and that the approval may be withdrawn at any time. I further understand and agree that my outside employment must be suspended if my work status with Granville County is sick leave, FMLA leave, workers compensation leave, or restricted duty. I understand that failure to comply with the policy could result in disciplinary action up to and including termination of employment.

Employee Signature Date

Department Head Signature Date

Approval Section

Request Approved Request Denied

Comment _____

Human Resource Signature Date

Request Approved Request Denied

Comment _____

County Manager/Hiring Authority Signature Date