

**FAIRFAX COUNTY HUMAN SERVICES
OUTSIDE AND/OR SECONDARY EMPLOYMENT REQUEST FORM**

INSTRUCTIONS:

This form is to be completed and signed by an employee to identify whether s/he has outside and/or secondary employment and whether department permission has been granted. The form will be renewed, reviewed and filed yearly during the performance evaluation period. This signed form, whether approved, denied or not applicable, will be retained in the department's Human Resources Office in the employee's personnel file.

Name: _____

Job Classification: _____

Department: _____

Division: _____

Work Site: _____

Work Phone: _____

PROSPECTIVE EMPLOYER INFORMATION

Name of Employer: _____

Address: _____

Phone: _____ Contact Person: _____

Nature of Business/Organization: _____

Schedule: SAT SUN MON TUES WED THUR FRI

 HOURS

Duration of Employment: _____

Description of Duties: _____

IF SELF-EMPLOYED:

Name of Company: _____

Nature of Business: _____

Duration of Self-Employment: _____

Description of Duties: _____

Section 4.16 of the Fairfax County Personnel Regulations reads:

“Employees in the competitive service shall not engage in any employment, activity or enterprise which has been or may be determined to be inconsistent, incompatible or in conflict with duties, functions or responsibilities of their county employment.

No employee in the competitive service 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 the competitive service.

Employees in the competitive service who desire to accept outside employment in addition to their regular county positions shall inform their respective appointing authorities of the nature and extent of such outside employment. The appointing authority shall thereupon determine whether or not the holding of such employment conflicts with the duties and responsibilities of said employee to the county.

Violation of the rules on outside employment and conflict of interest may be grounds for dismissal.”

As a current County employee, I agree to comply with the Fairfax County Policy regarding outside and/or secondary employment. I understand the conditions under which I am permitted to secure outside and/or secondary employment. I

will not be employed by a vendor or supplier of Fairfax County whereby it would create a conflict of interest. I further understand that I am prohibited from conducting work for this outside and/or secondary employment during working hours or with county equipment/systems. Though this employment may be initially approved, the department director reserves the right to rescind it at a later date.

I have discussed the regulations pertaining to outside and/or secondary employment with my supervisor. **I do have outside and/or secondary employment as described above.** **I do not have any outside and/or secondary employment.**

Employee Signature

Date

APPROVED **DENIED** **Employee Does Not Have Outside and/or Secondary Employment**

As the employee's current County supervisor, I verify that I have discussed the regulations pertaining to outside and/or secondary employment and the conflict of interest of, or potential for conflict of interest, with the employee.

Supervisor

Date

APPROVED **DENIED**

As the employee's current County department director or designee, if the employee has outside and/or secondary employment, I concur with the decision of the supervisor.

Department Director or Designee

Date

Comments: