

Declaration of Outside Employment or Activity

Bulloch County Personnel Policies specify that: "Although outside employment is not absolutely prohibited under all circumstances, it is discouraged and may be prohibited in specific instances if it would conflict or interfere with the employee's performance of his duties with the County. An employee must receive written permission from his Department Head before accepting outside employment." Any employee who fails to report this information may be subject to disciplinary action up to and including termination. Outside employment that includes the following activities is also prohibited:

1. Use of County time, vehicles, equipment or supplies.
2. Any act for compensation which may be later subject, either directly or indirectly, to the control, inspection, review, audit, or enforcement of a County officer or employee.
3. Involves the use, prestige or influence of your County office or employment.
4. Renders time demands, which would render you less efficient as a County employee.

Employee Name	Department	Job Title

Certification of no outside employment / activity:

I hereby certify that I am NOT engaged in any outside employment nor engaged in any outside activity that is not compatible with my County employment. I understand that I am required to seek approval of my Department Head if I wish to engage in any outside employment or activity in the future.

Employee Signature _____
Date

Certification and approval of outside employment / activity:

I am currently, or plan to be engaged in outside employment or an outside activity. I hereby request approval and provide the information required below. Provide a detailed description of duties of this employment/outside activity. Please include facts which could result in interference, conflict or incompatibility of this employment and your County job or function:

Days and Hours required by this employment activity							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Days							
Hours							
Name of employer or business: _____							

I hereby certify that the foregoing is a full and accurate statement. I have read and understand the County policy and further certify my compliance as a County employee.

Employee Signature _____
Date

Department Head Signature _____
Date

Outside Employment Decision: _____