OUTSIDE EMPLOYMENT DATA SHEET

DISCLOSURE AND ACKNOWLEDGEMENTS

DISCLOSURE

Employee Information:

Name (PRINT):_____
Last First Middle

Department: _____ Position: _____

Supervisor name:_____ ☐ FULL-TIME ☐ PART-TIME

Outside Employment Information:

Name of Business/Organization: _____

Address or Location: _____

City: _____ State: _____

I WILL NOT engage in additional employment which in any manner interferes with the proper and effective performance of official duties, or which results in conflicts of interest. I acknowledge that all outside employment will in no way interfere with my ability to meet the County's work schedule, including reasonable callback and stand-by assignments. I shall comply with Sevier County Policies and Procedures Section 13.B.

I UNDERSTAND that outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problem, I understand such employment may need to be discontinued and if necessary, proper disciplinary procedures may be followed.

I UNDERSTAND that by accepting outside employment, I am not eligible for paid sick leave when the absence is used to work on the outside job or is the result of an injury sustained on the second job. Fraudulent use of sick leave will be subject to disciplinary action up to and including termination.

I UNDERSTAND that no county property including but not limited to vehicles, weapons, uniforms, insignia or any county-owned equipment is to be used by me at my secondary employment.

I WILL do nothing or hold myself out as a county employee during secondary employment.

I ACCEPT AND AGREE with the above stated acknowledgements and hereby swear or affirm that the information I have provided in this Outside Employment Disclosure Sheet, and any attachments, are true and correct.

_____ _____
Employee Signature Date