

Marathon County Request For Supplementary Employment

Policy: Employees are allowed to hold a supplementary job as long as it does not interfere with their job responsibilities in their County employment. Employees in an allocated position shall notify their department head in writing prior to engaging in full or part-time employment with another employer or a personal business enterprise. The department head may refuse to authorize supplementary employment if it is expected to interfere with the performance of the employee's regular job duties or if the supplementary employment presents a conflict of interest. Questions should be directed to the Employee Resources Director.

Employees are not allowed to conduct business related to outside employment while on County paid time, nor is an employee permitted to use County equipment or supplies in the performance of outside employment duties unless prior approval from supervisor.

Department heads are responsible for having employees with supplemental employment update this request form annually. Send a copy of the completed request form to the Employee Resources Department for placement in official personnel file.

NOTE: Short term supplementary employment (e.g. work one day at fair or help at elections) should be discussed with supervisor.

I am requesting permission for supplementary employment in accordance with the above-mentioned policy.

Employee Name:	
County Department	
County Job Title	
Supplementary Employment Employer	
Supplementary Employment Job Title	
Supplementary Employment Address	
Supplementary Employment Phone #:	
Type of Business	
Anticipated Hours of Work	
Brief Job Description	
Employee's Signature	
Date	



Date Received	
Request Approved	YES <input type="checkbox"/> NO <input type="checkbox"/>
Comments	

Department Head Or Designee's Signature	
Date	