



OUTSIDE EMPLOYMENT NOTIFICATION FORM

Orange County Policy 403.1 Outside Employment outlines:

- County employment must be considered an employee's primary employment. An employee choosing to maintain outside employment must immediately submit written notification of such employment to management. This may include working for an employer other than the County, engaging in private business or self-employment, or rendering services for another private or government interest.
- Employees are prohibited from promoting private business within any County facility. Divisions may designate a non-public area for the posting of private business solicitation.

Outside employment shall not:

- Interfere with the performance of County duties or conflict with County interests.
- Occur during a period in which the employee is receiving sick leave, term leave or Worker's Compensation benefits from the County. Exceptions to this may apply if the County cannot accommodate an employee's medical restrictions. Management may approve exceptions.
- Be covered by the County's Workers' Compensation benefits.
- Utilize County equipment, facilities, supplies, materials, vehicles or other County property.
- Involve other County employees during County work time.

Employee Printed Name: _____

Position: _____ Employee ID #: _____

Department: _____ Division: _____

OUTSIDE EMPLOYMENT INFORMATION

Company Name: _____

Type of Company: _____

Position: _____

Supervisor's Name: _____ Date of Hire: _____

I understand that failure to comply with the County's policies, procedures, rules and regulations is grounds for discipline up to and including termination.

Employee Signature: _____ Date: _____

Management Printed Name: _____

Management Signature: _____ Date: _____

☐ No Conflict evident ☐ Possible conflict (referred to County Administration for review)

Please forward this form to your Departmental HR Representative.

