

City of Hendersonville

Outside Employment Request

I. Policy Statement:

The Personnel Policy of the City of Hendersonville stipulates that City employees must have the approval of City Management before beginning outside employment. Specifically, Article V Section 3 states “all outside employment for salaries, wages, or commissions, and all self-employment must be reported in advance to the employee’s supervisor, who in turn will report it to the department head.”

Any outside employment will be reviewed by City Management to ensure that is no conflict of interest with the operations of the City, which shall have precedence over other occupational interests of employees. Conflicting or unreported outside employment are grounds for disciplinary action up to and including dismissal.

Therefore, in order to maintain an accurate record of such outside employment and its approval, you must provide the following information to your department head. If it is determined that a conflict exists between your City employment and your outside employment, you will be notified of the conflict in order for you to determine what actions you need to take.

II. General Information:

Name: _____
Hours Per Week: _____
Name & Address of Employer: _____ _____
Description of Work: _____ _____ _____ _____

Employee’s Signature

Date

III. Approval

_____ I have reviewed the following request for Outside Employee and find no issue of conflict of interest.

_____ I have reviewed and found this outside employment to be a conflict of interest. I have discussed how this employment is a conflict of interest.

Department Head’s Signature

Date

Note: Please forward to Human Resources for placement in Personnel File.
