

Request for Prior Approval to Engage in Non-County Employment or Enterprise

Instructions: Submit this form to your department/division director. After approval/disapproval, director sends form to appointing authority. After approval/disapproval, appointing authority sends original to Personnel Department and copies to the employee and the department/division director

Distribution:
 Original: Personnel Department
 Copy: Department/Division Director
 Copy: Employee

I have read and understand Rule XXI of the Pinellas County Unified Personnel System as set forth on the second page of this form, and submit the following information concerning my proposed non-county employment or enterprise.
Additionally, I am aware that if I change classifications or area of assignment with the County or the nature of my outside employment changes, I must request re-approval of this request for outside employment.

Information on Proposed Outside Employer

Name of Proposed Employer:

Address of Proposed Employer:

Phone Number:

Outside Employment Working Hours Proposed:

Describe nature of work or enterprise in which you will be engaged:

Employee Date and Signature

Print Name and Classification

Authorization

Approved* Disapproved

Department Head Signature and Date

Approved* Disapproved

Appointing Authority Signature and Date

***APPROVED SUBJECT TO THE FOLLOWING RESTRICTIONS:** The employee shall not be allowed to do work for or enter into a contractual relationship with any business entity or agency or person which is subject to the regulation of, or is doing business with Pinellas County; nor shall the employee have or hold any employment or contractual relationship that will create any conflict between his or her private interests and the performance of his or her public duties or that would impede the full and faithful discharge of his or her public duties.

Rule XXI. Outside or Non-County Employment

Members of the Classified Service are prohibited at all times from engaging in an employment or enterprise that is inconsistent, incompatible or in moral, legal or technical conflict with their duties, functions and responsibilities as a County employee. In order to insure that no such conflict exists in their present or future employment, employees must file a form prescribed by the Personnel Board seeking the prior approval of the Appointing Authority and such form, upon approval or disapproval, shall be placed in the employee's personnel file.

While the County discourages employees from engaging in employment outside of their regular County position, such employment is not automatically prohibited. In evaluating a request for outside employment, the appointing authority shall give consideration to the following:

Restrictions on outside employment under the Florida Code of Ethics for Public Employees, located at Chapter 112 of the Florida Statutes, and the County's Conflict of Interest Ordinance, Ordinance No. 86-6.

Whether the employment will interfere with the efficient performance of assigned duties for the County.

If an employee has requested approval of outside employment and it has been denied, the denied request may be grieved in accordance with Personnel Rule XX, Adjustment of Employee Grievances.

Any request approved by the Appointing Authority may be canceled or terminated by the Appointing Authority upon giving ten (10) working days written notice to the employee for whom the request was approved.

Upon changes of classification or area of assignment, or if the nature of an employee's approved outside employment changes, an employee who has previously received approval for his or her outside employment shall request re-approval.

Any employee accepting outside employment shall make arrangements with the outside employer to be relieved from outside duties if and when called for emergency service by the Appointing Authority.