

MEMORANDUM OF RECORD

TO: File

EMPLOYEE NAME: _____ **JOB TITLE:** _____

The employee listed above informed me that he__ she__is considering outside employment as follows:

EMPLOYMENT FOR SALARY AT: _____
Company Name

SELF-EMPLOYMENT: _____
Name and Type Business or Services Provided

MAJOR DUTIES: _____

MAXIMUM HOURS PER WEEK: _____

MAXIMUM HOURS PER WEEK: _____
Mon Tues Wed Thurs Fri Sat Sun

FREQUENCY OF SCHEDULE SHOWN: Every week ___ Every other week ___ When Needed ___

Other ___ Explain: _____

It is my opinion the work/hours above do__ do not__ create a conflict of interest or otherwise be incompatible with county service.

COMMENTS: _____

Signature: _____ Department Head Date: _____

_____ I concur _____ I do not concur for the following reason(s): _____

Signature: _____ County Manager Date: _____

Cc: Personnel

IREDELL COUNTY PERSONNEL POLICY

ARTICLE V, Section 5

OUTSIDE EMPLOYMENT

The work of the county takes priority over other employment interests of employees. All outside employment for salaries, wages, or commission and all self-employment must be reported to the employee's department head before such work is to begin. The department head and the county manager will determine whether the outside work would create a conflict of interest or otherwise be incompatible with county service. The assumption of outside employment without prior approval by the county may be deemed improper conduct and subject the employee to disciplinary action, up to and including dismissal.

I have been given a copy of Iredell County's policy on outside employment. I understand the policy and consequences for failure to comply with the policy. I have reported all outside employment I now have and/or any outside work I am considering to my supervisor.

Further, I understand that I am expected to report changes in my outside employment and/or major changes in hours of work before such changes takes place.

Signed: _____ Date: _____

Print Name: _____

Department: _____