



OUTSIDE EMPLOYMENT

DISCLOSURE FORM

The work of the Town of Nashville shall have precedence over other occupational interests of employees. Before accepting outside employment, each employee must report all outside employment for salaries, wages, or commissions and all self-employment to the employee's supervisor. The Department Head will review such employment for possible conflicts of interest and decide whether to approve the outside employment. Engaging in conflicting or unreported outside employment may subject the employee to disciplinary action up to and including dismissal. Documentation of approved outside employment will be placed in the employee's personnel file. Outside Employment must be approved annually.

Employee Name: _____ Date: _____

Department: _____ Title: _____

| Request for Approval of Outside Employment | | | |
|---|--|------------------------------|--|
| Employer: | | | |
| Employer Address: | | | |
| Employer Phone Number: | | | |
| Position/Duties: | | | |
| Time Commitment Required: | | Inclusive Dates of Activity: | |
| Describe the nature of the employment: | | | |
| Will this outside employment, combined with any other outside employment previously approved, prevent or infringe upon performance of regularly assigned full-time duties? If yes, please explain: | | | |

Will this outside employment be with an employer who is in conflict with the Town or could likely come into conflict with the Town?

If yes, please explain:

Will this outside employment create or cause to create potential liability against the Town?

If yes, please explain.

Will this outside employment involve an entity currently doing or actively seeking to do business with the Town of Nashville?

If yes, please explain.

Will this outside employment involve any other governmental entity (local, state, or federal)?

If yes, please explain.

Employee Signature: _____ Date: _____

Departmental Review

| | Supervisor Signature & Date | Department Head Signature & Date |
|----------|-----------------------------|----------------------------------|
| Approved | | |
| Denied | | |

| | | |
|-------------|----------------|--------------|
| HR Use Only | Date Received: | HR Initials: |
|-------------|----------------|--------------|