



County of Marin
Request to Engage in Supplemental Employment Form
Human Resources Department
PMR 20 – Employee Standards of Conduct

General. No full-time appointed officer or employee may engage in outside employment unless prior written approval is granted from both his or her department head and the Director of Human Resources. Pursuant to Personnel Management Regulation No. 20 and Marin County Code Section 2.52.090, outside employment must not be inconsistent, incompatible, in conflict with, or harmful or unfavorable to his or her duties as a County employee, or reduce the efficiency of the employee in County employment.

Name of employee or officer:

Department: Job title:

Outside position:

Outside employer:

Address:

Supervisor(s):

Specific duties to be performed:

Duration of job: Hours per week:

Hours to be worked each day of the week:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

The above named outside employer is fully aware of my regular County occupation and indicates no reservation as to conflict of interest. The above statements are true and accurate and it is understood that permission to engage in employment outside my regular County position is revocable at any time by the Marin County Board of Supervisors or by the appointing authority (Department Head). I have read and fully understand the policy of the County of Marin concerning outside employment.

Signature of employee requesting to engage in outside employment _____ Date

Department head approval:

Date:

Approved
Denied (memo attached)

Director of Human Resources approval:

Date:

Approved
Denied (memo attached)