

**OUTSIDE EMPLOYMENT REQUEST FOR APPROVAL**

The Pasquotank County Policy states in **Article V. -- Conditions of Employment**

**Section 3. Political Activity Restricted**

Each employee has a civic responsibility to support good government by every available means and in every appropriate manner. Each employee may join or affiliate with civic organizations of a partisan or political nature, may attend political meetings, may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and laws of the State of North Carolina and in accordance with the Constitution and laws of the United States of America. However, no employee shall (1) engage in any political or partisan activity while on duty; (2) use official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office; (3) be required as a duty of employment or as a condition for employment, promotion, or tenure of office to contribute funds for political or partisan purposes by another employee of the county; or (4) use any supplies or equipment of the county for political or partisan purposes. Competitive service employees and employees in certain federally-aided programs are subject to the Hatch Act as amended in 1975. This federal act, in addition to prohibiting (2), (3), and (4) above, also prohibits candidacy for elective office in a partisan election. Any violation of this section shall subject such employee to dismissal or other disciplinary action.

**Section 4. Outside Employment**

The work of the county will take precedence over other occupational interests of employees. All outside employment for salaries, wages, or commission, and all self-employment must be reported, to the employee's department head who in turn will report potentially conflicting employment to the County Manager and/or appointing authority. Conflicting outside employment will be grounds for disciplinary action up to and including dismissal.

To comply with this existing policy, all outside employment activities of Pasquotank County employees must be approved by the Department Manager or County Manager. Employees must submit this written request for authorization to the department manager for review. Please note any outside employment is subject to the minimum limitations listed below.

1. The services provided to any other outside agency shall not interfere with your ability to fulfill the requirements of your position with Pasquotank County Government and will not be performed during your regularly scheduled work hours.
2. The services provided to any other outside agency are not performed on county property, or utilizing County resources or facilities.
3. No financial charges or purchases will be made utilizing County funds/accounts for any outside agency.
4. You may not solicit the assistance of other County employees with providing services for any other outside agency during regularly scheduled work hours.

Employee's Name: \_\_\_\_\_

Outside Employer: \_\_\_\_\_

Employer's Phone: \_\_\_\_\_

Outside Employment  
Working hours: \_\_\_\_\_

Outside Employment  
Work Description: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Department Manager: \_\_\_\_\_ Date \_\_\_\_\_

County Manager: \_\_\_\_\_ Date \_\_\_\_\_