



# Secondary Employment Request

**INSTRUCTIONS:** If you are a permanent full-time or permanent part-time employee of the County of Henrico, approval must be received prior to your working in any secondary employment capacity (within or outside of your County employment). Secondary employment is restricted to 30 hours a week (or less if specified by individual agency).

Name: \_\_\_\_\_  
First Middle Last

County Position: \_\_\_\_\_ Department: \_\_\_\_\_

<b>1</b>	Hours/Week	Secondary Employer's Name/Address	Phone #	Nature of Business
	Job Title/Description of Duties:			
<b>2</b>	Hours/Week	Secondary Employer's Name/Address	Phone #	Nature of Business
	Job Title/Description of Duties:			
<b>3</b>	Hours/Week	Secondary Employer's Name/Address	Phone #	Nature of Business
	Job Title/Description of Duties:			

Will this secondary job(s) in any way be considered a conflict of interest to your primary job with the County?  
 yes       no

This employment will be conducted outside of my normal hours of employment with the County of Henrico. I will not work more than \_\_\_\_\_ total hours each week in secondary employment. It is understood that the requirements of my County position come first, and if any conflict should arise, the secondary employment will be stopped. I further certify that this employment request is in accordance with Section 13.1 of the *Policies and Procedures*. For Division of Police employees, this request must also be in accordance with RP-12A of the Division of Police Directives' Manual.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**ACTION TAKEN:** I have reviewed the above request(s) and recommend the following action in accordance with Section 13.1 of the *Policies and Procedures*:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

Approved       Disapproved

\_\_\_\_\_  
Agency Head

\_\_\_\_\_  
Date