

Request Form for Approval of Outside Employment and Volunteer Activities

As required by the [Outside Employment and Volunteer Activities policy](#), use this form to request approval for outside employment or volunteer activities that create an actual or a potential conflict of interest, or occur during your regular King County work schedule.

Section One – Employee Information

(To be completed by the requesting employee)

If you are considering or engaged in any outside employment (including self-employment) or participating in volunteer activities that create an actual or a potential conflict of interest or will occur during your regularly scheduled King County work hours, it is your responsibility to request written approval by completing this form and submitting it to your supervisor.

Employee's Name	Date of Request
Employee's Department/Division	Employee's Title/Classification
Employee's Supervisor	Employee's Union, if represented

Section Two – Outside Employment or Volunteer Activities

(To be completed by the requesting employee)

1. ☐ Outside Employment ☐ Volunteer Activities

Name of outside employer or volunteer organization:

2. Dates of out employment or volunteer activities:

Start date:

End date:

☐ Indefinite

3. When will outside employment or volunteer activities be performed:

☐ Outside regular work hours ☐ During regular work hours

4. Describe the outside employment/volunteer activities to be performed and any relationship they may have to your county employment:

5. Please provide any reason your outside employment or volunteer activities are an actual or potential conflict of interest:

6. Are you intending to use any county resources during your outside employment or volunteer activities:

☐ Yes

☐ No

If "yes," explain:

☐ I certify that the statements above are truthful to the best of my knowledge. I understand that if the nature of my outside employment or volunteer activities changes, I will report the changes to my supervisor.

☐ I confirm that I have read the [King County Code of Ethics](#) and the [Outside Employment and Volunteer Activities policy](#) and acknowledge my obligation to avoid or mitigate actual and potential conflicts between outside work or volunteer activities and my county employment.

Employee's Name

Signature

Date

Section 3 – Determination

(To be completed by employee's supervisor)

1. Is the employee's outside employment or volunteer activities detrimental to their job duties?

☐ Yes

☐ No

If "yes," describe the impact(s) to their job duties:

2. Does the employee's outside employment or volunteer activities create an actual or potential conflict of interest?

☐ Yes

☐ No

If "yes", describe the conflict of interest.

3. Does the employee's outside employment or volunteer activities conflict with the employee's regular King County work schedule?

☐ Yes

☐ No

If "yes", please provide any relevant information regarding mitigation of conflict of interest or schedule conflicts (i.e., approved leave).

4. Is the employee's request for outside employment or volunteer activities approved?

Yes

No

Supervisor's Name

Signature

Date