



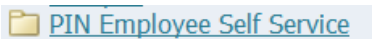

## Request for Outside Employment or Enterprise

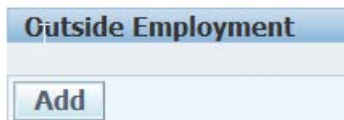
### Can I work another job outside of my County job?

- While the County discourages employees from engaging in employment outside their regular County employment, another job is not automatically prohibited.
- Employees cannot work in another job that has a conflict of interest with their duties as a County employee.
- To make sure there is no conflict of interest, certain steps must be taken:
  - An employee must submit a request seeking the prior approval of outside employment from their respective Appointing Authority (not their department director).
  - The Appointing Authority can withdraw permission for outside employment at any time. Upon such withdrawal, the employee is required to terminate the outside employment within 15 calendar days.
  - Employees with outside employment should make arrangements with their other employer to be relieved of those duties when and if their Appointing Authority calls them in for emergency service.

### How do I submit a request for outside employment?

Use the electronic form in OPUS:

- Log into [OPUS](#)
- Select *Employee Self Service*  

- Select *Extra Information*  

- Select *Add* under *Outside Employment*



- Complete and submit the electronic form.

### What about employees who do not have access to OPUS?

Employees who do not have access to OPUS, such as those working in the Tax Collector's Office, may use the hard copy form: [Request for Outside Employment or Enterprise](#). This form will be placed in the employee's personnel file whether or not it is approved.

### Need more information?

- [Unified Personnel Board Policy #5: Outside or Non-County Employment](#)
- [Outside or Non-County Employment or Enterprise Administrative Directive](#) on the Intranet (BCC employees only)