



Outside Employment Request

Instructions:

1. Do not accept outside employment without the prior approval of your supervisor and division administrator. Acceptance of outside employment without advance approval, or after being informed such employment constitutes a conflict of interest, may result in discipline, up to and including termination.
2. Forward original of this request to your supervisor in advance of accepting outside employment or fees or honoraria. A copy of this request will be returned to you with a decision.
3. Supervisor will forward recommendation to the division administrator/designee for review and decision.
4. Division administrator will forward recommendation to DOA HR Officer for review and recordkeeping.
5. Clarification of conflict of interest and information regarding outside employment or acceptance of fees or honoraria may be found in the state [Code of Ethics](#), at ER-MRS 24.045. Questions about possible conflicts will be evaluated by DOA Legal Services.

Employee Last Name	First Name	MI	Bureau/Section
Employee Classification			

PROPOSED OUTSIDE EMPLOYMENT OR ACCEPTANCE OF FEES/HONORARIA:

Anticipated Employment Type <input type="checkbox"/> Outside Employer <input type="checkbox"/> Fees <input type="checkbox"/> Own Business <input type="checkbox"/> Honoraria	Type of Request <input type="checkbox"/> New <input type="checkbox"/> Renewal	Anticipated Work Schedule
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Prospective Employer or Business:

Name	Street Address	City	State
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Description of duties involved in proposed employment/fees/honoraria

Do you hold a financial interest in the proposed outside business?
 Yes No

To the best of my knowledge, the above employment will in no way conflict or interfere with the full and faithful discharge of my duties as a representative of the state of Wisconsin.	Employee Signature <hr/> Date
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APPROVAL PROCEDURES

<input type="checkbox"/> Proposed Employment Does Not Constitute a Conflict of Interest <input type="checkbox"/> Proposed Employment Does Constitute a conflict of Interest	Supervisor Signature Date
<input type="checkbox"/> Proposed Employment Does Not Constitute a Conflict of Interest <input type="checkbox"/> Proposed Employment Does Constitute a conflict of Interest	Administrator/Designee Signature Date
<input type="checkbox"/> Proposed Employment Does Not Constitute a Conflict of Interest <input type="checkbox"/> Proposed Employment Does Constitute a conflict of Interest	HR Officer Signature Date

Distribution After Decision: P-file; copies to Administrator Supervisor Employee