



OUTSIDE EMPLOYMENT/VOLUNTEER ACTIVITY

_____ Name	_____ Facility/office	_____ Phone number
_____ Department job title	_____ Hours worked per week	_____ Address/mail stop

REQUEST INFORMATION

Employees/contract staff will obtain approval from the Appointing Authority/Human Resources Director for all outside employment, volunteer activities, and honorariums which presents a potential conflict of interest with the Department per DOC 850.025 Outside Employment/Volunteer Activities.

Employees/contract staff serving as a Department volunteer will follow DOC 530.100 Volunteer Program.

- I am currently engaged in an outside employment/volunteer activity
- I plan to become engaged in an outside employment/volunteer activity.
- I have been offered an honorarium for a one-time presentation
- There has been a change in duties/activities for a previously approved outside employment/volunteer activity
- My previously approved outside employment/volunteer activity has terminated effective on _____

_____ Outside business/organization	_____ Address	_____ Phone number
_____ Job/volunteer title	_____ Estimated hours per week	_____ Effective date

Describe the outside employment/volunteer activity or honorarium: _____

COMPLETE FOR OUTSIDE EMPLOYMENT/VOLUNTEER ACTIVITY REQUESTS

Does the outside employment/volunteer activity:

1. Have duties/assignments similar/related to your official duties? Yes No
2. Contract with or use the services of the Department? Yes No
3. Have operations regulated by the Department? Yes No
4. Require disclosure of confidential information? Yes No
5. Require approval from the Executive Ethics Board per RCW 42.52.120? Yes No
6. Involve Department employees/contract staff in the chain of command? Yes No
7. Involve individuals under the Department's jurisdiction, their family members, or known associates, except as defined in DOC 530.100 Volunteer Program or the employee's position description? Yes No
8. Provide an opportunity to influence the relationship between the employer/ organization and the Department? Yes No

Describe "Yes" answers, which indicate a potential conflict of interest: _____

COMPLETE FOR HONORARIUM REQUESTS

Is the honorarium being offered by a person/organization:

- 1. Seeking or expected to seek a contract with the Department? Yes No
- 2. Regulated by the Department? Yes No
- 3. Likely to seek/oppose legislation/policy changes influencing the Department? Yes No

Describe "Yes" answers, which indicate a potential conflict of interest: _____

ACKNOWLEDGMENT

I have read and understand DOC 850.025 Outside Employment/Volunteer Activities. I understand this request will be made a part of my personnel file.

Employee/contract staff signature

Date

SUPERVISOR RECOMMENDATION

For represented employees, refer to the appropriate collective bargaining agreement.

Recommendation: Approved Denied

Comments (include reason for denial or conditions of approval, if applicable): _____

Supervisor

Signature

Date

APPOINTING AUTHORITY/HUMAN RESOURCES DIRECTOR DECISION

Questions may be submitted to the Audit Director/Ethics Advisor.

Approved Denied

Comments (include reason for denial or conditions of approval, if applicable): _____

Appointing Authority/Human Resources
Director

Signature

Date

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Personnel file
COPY - Appointing Authority/Human Resources Director, Employee/Contract Staff