

Request for Secondary/Outside Employment –
Virginia Department of Fire Programs

Employee Information:

Name: _____ Title: _____

Outside Employer Information:

Name of Outside Employer: _____

Type of Business: _____

Title of Position: _____

Description of Work Duties: _____

Work Days: _____ Work Hours: _____

Effective Date of Outside Employment: _____

I _____ have read and understand the Conflict of Interest Policy and the conditions that govern outside employment. I understand that approval of this request does not preclude by working overtime when my agency needs me. The responsibilities of my position with the Commonwealth take precedence over the additional employment covered by this request.

I understand that my secondary employment shall not interfere with VDFP employment.

I also agree I will take personal leave if required to work during VDFP hours of work.

Employee Signature

Date

.....
VDFP Approval/Denial

Supervisor's Name

Date

Request is: _____ or _____
Approved Denied

HR Approval or Denied

Date

Final Decision: _____

Reason: _____

Effective Date: 05/02/2005

Version: 1.2

Outside Employment

(classified and wage)

An employee may hold a job with another organization as long as he or she notifies in writing (email suffice) his or her appropriate VDFP supervisor in advance and satisfactorily performs his or her job responsibilities with VDFP.

Outside employment shall not interfere with the job responsibilities or hours for which VDFP employees are required to work or if it violates the *Virginia Conflict of Interest Act*. Furthermore, no resources (property including supplies or paid time) belonging to or under contract to the Commonwealth may be used for outside employment purposes. This includes vehicles and trailers, computers, software, office space, printing services, gear, cellular phone, pager or any other office/operational equipment. Work/duties stemming from outside employment shall not be performed on state time.

Working/contracting as a compensable consultant is only allowable if the above conditions are adhered to and by written approval of the VDFP Executive Director. Furthermore, consultant work shall not be performed in a person's primary area of responsibility (e.g. a Division Chief shall not perform consultant work for a locality/department in his/her assigned Division). Persons performing consultant services relating to fire/emergency services shall not use their position at VDFP to influence or circumvent VDFP policies and/or procedures.

If an employee has a work related accident on their second job all workers compensation benefits are the responsibility of the second employer. If such accident requires the employee to be absent from his or her position with the Commonwealth, the time away from their agency is not covered by the Commonwealth's workers compensation coverage.

Contact the Executive Director through your chain of command for more information or questions about outside employment.