

The Arc Mercer

Outside Employment Form

NAME (Print) EMP. # DEPART NAME OF DEPT. GROUP HOME

Signature: _____ Date: _____

It is the policy of the agency, that if you work for another employer or if you should obtain employment during the course of your employment with the Agency, it is your responsibility to disclose such employment.

1. Are you working for another employer in addition to working for the Arc?

Yes No

2. If yes, please disclose employer and hours of work (work schedule).

3. If you are working for another employer, what would make you just work for the the Arc/Mercer.

Should you obtain outside employment after completing this form, please notify the Human Resources Department ASAP and complete a new Outside Employment Form.

Outside Employment Policy: 3.12.

It is the policy of The Agency that if an employee's outside work interferes with their job performance or the ability to meet the requirements of their job, the employee may be asked to terminate the outside employment if he/she wishes to remain with The Agency.

1. Employees may hold outside jobs as long as they meet the performance standards of their job with The Agency. All employees will be judged by the same standards and will be subject to The Agency's scheduling demands, regardless of any existing outside work requirements.
2. Should an employee obtain outside employment during the course of their employment with The Agency, it is their responsibility to disclose such employment to management.
3. Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside The Agency for materials produced or services rendered to The Agency for which the employee has an influence while performing his/her job.