

Lucas County Children Services
SECONDARY EMPLOYMENT DOCUMENTATION
Reference Policy 145: Conflict of Interest

Do you have secondary employment? Yes No

If **yes**, complete the entire form below.

If **no**, sign and date here: _____
Print Name Employee's Signature Date

TO BE COMPLETED BY EMPLOYEE:

Date: _____

Name: _____ Department: _____
Print Name

LCCS Work Schedule: _____

Name of Secondary Employer: _____

Duties to be Performed: _____

Work Schedule: _____

Expected Start Date: _____ Expected End Date: _____

EMPLOYEE CERTIFICATION:

I Certify That:

- I have read and understand Lucas County Children Services' Policy 145 Conflict of Interest.
- My secondary employment will not have an impact on, and will not create any possibility of conflict with my primary employment with Lucas County Children Services.
- I will not provide direct or indirect services to individuals that are currently on or have previously been on my caseload, or that I have provided services for through my employment with Lucas County Children Services.
- Failure to knowingly provide accurate information regarding my secondary employment or to follow all policies regarding secondary employment may be considered unacceptable personal conduct which could subject me to disciplinary action.

Employee's Signature

Date

TO BE COMPLETED BY THE SUPERVISOR:

- The secondary employment listed above does not conflict with the employee's primary employment or present a work performance issue.
- The request is denied because it presents a conflict of interest with the employee's primary employment and/or it interferes with the employee's ability to perform all expected duties.
- The request is being forwarded to the Associate Director of the department for approval due to a possible conflict of interest.

Supervisor's Signature

Date

TO BE COMPLETED BY ASSOCIATE DIRECTOR:

- The request is approved.
- The request is denied because it presents a conflict of interest.

Associate Director's Signature

Date

Forward Completed Form to the Human Resources Department