

# DAJD OUTSIDE/SECONDARY EMPLOYMENT REQUEST/AUTHORIZATION

## INSTRUCTIONS FOR COMPLETION AND ROUTING:

Complete one request form for each additional job held outside of your primary job with King County DAJD, including other civilian, military, self-employment, independent contractor, or volunteer work. Complete each section in full as applicable. **Submit completed request form to DAJD Human Resources, Mail Stop: KCF-AD-0600, or fax to: 206-205-5666.** Routing: DAJD HR → DAJD HR SDM → Division Manager → Director for final decision/authorization. Employee will be provided a copy of the final decision.

## DAJD EMPLOYEE INFORMATION:

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Division/Facility: \_\_\_\_\_ Shift Assignment: \_\_\_\_\_  
Standard Duty Hours: \_\_\_\_\_ Furlough Days: \_\_\_\_\_

Does the secondary/outside schedule overlap, interfere or conflict with your current DAJD shift assignment? ☐ Yes ☐ No  
*If yes, leave requests must be submitted and approved in advance for dates/times that may overlap with DAJD shift assignment.*

Are you currently on an overtime restriction (either mandatory or voluntary)? ☐ Yes ☐ No

Does the secondary/outside schedule interfere or conflict with your ability to work mandatory overtime? ☐ Yes ☐ No

Besides the request you are submitting on this form, do you have additional outside employment to report? ☐ Yes ☐ No  
*(If yes, submit a separate request form for each additional outside employment including military, self-employment, volunteer, or independent contractor.)*

## SECONDARY EMPLOYMENT INFORMATION: Complete all sections as applicable.

**Employment Type:** ☐ Civilian ☐ Military ☐ Self-Employment ☐ Independent Contractor ☐ Volunteer Work

**Request Duration:** ☐ Calendar Year: \_\_\_\_\_ ☐ Fixed Period (Indicate start and end date): \_\_\_\_\_

Business Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisors Name: \_\_\_\_\_ Supervisors Phone Number : \_\_\_\_\_

Duty Hours: \_\_\_\_\_ Work Days: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

If self-employed, provide description of business/service: \_\_\_\_\_

**Military Branch:** \_\_\_\_\_ **Grade, Rate or Rank:** \_\_\_\_\_

Duty Assignment or Major Command/Location: \_\_\_\_\_

**MILITARY LEAVE:** The Department will adhere to all federal laws and regulations concerning military leave. However, the employee has the obligation to notify the Department, at the earliest possible date, regarding military service and training. Employees are required to submit to the Department a copy of all applications for military training, simultaneous with the employee's submittal of the application to the military. Employees are expected to provide the Department with a copy of all military orders, the dates of weekend drills and other scheduled periods of military active or inactive service as soon as the employee is notified of such dates. Failure to comply with the Department's notification procedures may result in a delay of payment for leave, discipline or a denial of the requested leave, unless prohibited by federal or state law.

- Does the employer have any contractual relationship with King County? ☐ Yes ☐ No
- Does the secondary employment relate to the protection of persons or property? ☐ Yes ☐ No
- Is the use of a weapon authorized in your secondary employment? ☐ Yes ☐ No  
*(If yes, please note that DAJD staff may not utilize DAJD-issued weapons or equipment in the performance of their secondary employment duties unless prior approval has been received.)*
- Are any of the persons associated with the outside employer known by you to be present or former inmate(s) of either the King County Correctional Facility or the Maleng Regional Justice Center? ☐ Yes ☐ No  
If yes, list name(s) and relationship or association to secondary employer: \_\_\_\_\_

**EMPLOYEE CERTIFICATION:**

I certify that the information provided on this form is true and complete. I have read the following items related to secondary employment provisions:

- **DAJD Employee Code of Conduct, Section 3.00.200, Outside Employment**  
See website: <https://dajd-web.kc.kingcounty.lcl/secure/intranet/sop/FrameSet.html>
- **King County Employee Code of Ethics, Chapter 3.04; Chapter 3.04.030, Conflict of Interest**  
See website: [http://www.kingcounty.gov/council/legislation/kc\\_code.aspx](http://www.kingcounty.gov/council/legislation/kc_code.aspx)
- I am familiar with department and county rules pertaining to off-duty employment;
- This request does not conflict with department or King County rules or provisions;
- I understand that my primary obligation is to DAJD; should my outside schedule interfere with my DAJD shift assignment, I understand that leave requests must be submitted and approved in advance for dates/times that may overlap or conflict with my DAJD shift assignment.
- I understand that employees who accept another full-time primary position elsewhere may not retain their DAJD position.

Employee Name (Printed): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR DAJD HUMAN RESOURCES OFFICE USE ONLY:**

- Is requesting employee currently on an overtime restriction (either mandatory or voluntary)? ☐ Yes ☐ No  
If yes, indicate inclusive date of restrictions (From-To): \_\_\_\_\_
- Does requesting employee currently have additional outside employment authorizations on file? ☐ Yes ☐ No  
If yes, please list: \_\_\_\_\_

**RECOMMENDATIONS/APPROVALS:**

- **DAJD Human Resources Service Delivery Manager Recommendation:** ☐ Approve ☐ Deny  
If denied, please indicate reason: \_\_\_\_\_  
Name (Printed): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- **Division Manager Recommendation:** ☐ Approve ☐ Deny  
If denied, please indicate reason: \_\_\_\_\_  
Name (Printed): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- **DAJD DIRECTOR - FINAL DECISION/AUTHORIZATION:** ☐ Request Approved ☐ Request Denied  
If denied, please indicate reason: \_\_\_\_\_  
Name (Printed): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECONDARY EMPLOYMENT PROVISIONS/TERMINATION:**

Upon termination of secondary/outside employment, it is the employee's responsibility to notify DAJD Human Resources in writing that the secondary/outside employment has ended. Unless otherwise indicated, the authorization will be in effect for the calendar year specified.

Unless ended earlier, all approvals automatically terminate at the end of the noted calendar year. Upon expiration, a new notification/request form must be submitted for review and authorization prior to commencement or continuation of the outside work submitted for authorization.

Employees are bound by all provisions of the King County Employee Code of Ethics, King County Code Chapter 3.04. Requests for secondary/outside employment will be denied where conflict of interest exists (King County Code 3.04.030 "Conflict of Interest"). Employees who accept another full-time primary position elsewhere may not retain their DAJD position.

**Distribution:** ☐ Signed Originals to DAJD Human Resources (Personnel File) ☐ Employee (via interoffice mail)