



## NOTICE OF OUTSIDE OR SELF EMPLOYMENT

Employee Name \_\_\_\_\_

Department \_\_\_\_\_

Date of Hire \_\_\_\_\_

Outside Employer \_\_\_\_\_ Self Employment \_\_\_\_\_

Nature of work

..

Specific hours employee works

I understand that my primary employer, Mississippi Public Broadcasting, does not consider outside/self employment to be an excuse for poor job performance, tardiness, absenteeism, or refusal to work overtime, and that Mississippi Public Broadcasting has a disciplinary policy for such rule infractions. I also certify that my outside/self employment will not interfere with my job at Mississippi Public Broadcasting. I will abide by the enclosed Policy on Outside Employment.

\_\_\_\_\_/\_\_\_\_\_  
Signature of Employee      Date

**Note:**  
**See Policy Statement on back**

*Acknowledged by:*

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Department Director

Copy: Personnel file

## **D. OUTSIDE EMPLOYMENT**

It is the policy of the Agency to allow its employees to engage in outside work or hold other jobs, subject to certain restrictions as outlined below:

- (1) The Agency requires that employees' activities and conduct away from the job must not compete or conflict with or compromise its interests, or adversely affect job performance and the ability to fulfill all responsibilities to the Agency. This requirement, for example, prohibits employees from being compensated for any services performed for agency clients. This prohibition also extends to the unauthorized use of Agency materials or equipment. In addition, employees are not to solicit or conduct any outside business during paid working time.
- (2) Employees, prior to taking outside employment, must certify to the employee's division director that such employment shall not interfere with his/her employment with the Agency. Failure to do so will be cause for disciplinary action.
- (3) Employee certification regarding outside employment, including self-employment, should be submitted in writing to the employee's department head. It should contain any pertinent information about the outside employer, the nature of the job, and the hours of employment. The department head should then forward the certification to the Executive Director with appropriate endorsement.
- (4) Employees are cautioned to consider carefully the demands that additional work activity will create before seeking outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity does cause or contribute to job-related problems, such employment must be discontinued; and, if necessary, normal disciplinary procedures will be followed to deal with the specific problems.
- (5) No public servant shall use their official position to obtain pecuniary benefit other than that compensation provided by law, or to obtain pecuniary benefit for any relative or any business with which they are associated.

Miss. Code Ann., Section 25-4-105 (1994), MS Const. Art. IV. Section 109