



Harry Chapin Food Bank
OF SOUTHWEST FLORIDA

Notification of Outside Employment

OUTSIDE EMPLOYMENT POLICY

Outside employment may be detrimental to HCFB because of the conflicting demand on employees' productivity or availability for work, or because it might create a conflict or appearance of conflict between HCFB and the proposed employer. An employee is not permitted other outside employment while employed by the HCFB without prior written approval of the Employer. The HCFB reserves the right to deny an employee's request to seek or continue outside employment if it is deemed to be detrimental to the employee's performance. The Executive Director may not engage in any outside employment without the prior written approval of the HCFB Board of Directors. This policy shall not prevent an employee from engaging in volunteer community service activities for a charitable and/or not-for-profit organization (NPO), provided those activities do not interfere with the Employee's performance of the duties and/or do not create a conflict or appearance of a conflict between the HCFB and the NPO.

Section A – To be completed by EMPLOYEE

Name of Employee: _____ HCFB Position: _____

I. In addition to my duties at the HCFB, I am employed at the following organizations/companies:

Name of Employer	Position	Hours worked per week (if varies, please provide a range)
_____	_____	_____

II. In addition to my duties at the HCFB, I am self-employed as follows:

Description of self-employment duties:

Hours worked per week (if varies, please provide a range):

Except as listed above, I am not employed in any fashion outside of my work at the Harry Chapin Food Bank. I understand that if I do take another job, or become self-employed in some manner, I need to inform the HCFB immediately.

Employee Signature: _____ Date: _____

Section B – To be Completed by EMPLOYER

Decision:
 Approved by: _____ Date: _____
 Denied by: _____ Date: _____