

MEMO

SAMPLE

TO: Name/Title
Unit/Section
Division

FROM: Carrie Haley, Chief
Office of Human Resources

SUBJECT: Outside Employment – **Employer Business Name**

DATE:

We have reviewed your request for outside employment. Your request is approved under the conditions listed below.

1. You shall not perform duties for your outside employer in any manner while on duty with the Department.
2. You shall not use any Department or state resources for the benefit of your outside employer.
3. ID badges or clothing bearing the Department or state identification or insignia shall not be worn while performing duties for your outside employer.
4. Administrative Manual and unit procedures shall not be by-passed in order to perform the duties of your outside employer.
5. Your outside employment shall not in any manner interfere with the performance of your duties for the Department.

The Department reserves the right to revoke the authorization for outside employment should a conflict of interest develop. Should revocation be necessary, reasonable time will be given to allow you to cease your outside employment activity.

If you have any questions concerning this memorandum, please do not hesitate to give me a call at (573) 751-6058. I wish you well with your part-time job.

CLH:msb

c Division
Section/Unit
Supervisor

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