



RIDGEWAY

208 Jarvis Street | Suite A | Ridgeway, WI 53582

Iowa County, Wisconsin

NOTIFICATION AND DISCLOSURE OF OUTSIDE EMPLOYMENT (PAID OR UNPAID)

Municipal Employees and officials of the Village of Ridgeway must be free from the appearance of conflict or impropriety when performing official duties. The Village Board may approve outside employment for employee's business or volunteer activities upon written request of the employee.

Please complete the following and submit it to your supervisor. If you do not have outside employment or business activity, write "None" on line 3. Describe in detail the duties of your outside employment. Attach a separate sheet if necessary. All forms indicating any outside employment or business activities will be reviewed for approval, and employees will be notified of any disapproved activities. After supervisor review and signature, send this form to the Village Clerk for review by the Village Board. Employees may not engage in outside employment without written approval from the village board.

Employees understand that failure to timely disclose outside employment, a conflict of interest arising from such employment, volunteer or business activity, or violate the provisions of the employee handbook in any manner is grounds for disciplinary action pursuant to Section 7.17 of the Employee Handbook.

1. Name: Lori Phelan Department: Admin
(please print)
2. Job Title: Clerk / Treasurer
3. Name of outside employer: Self
(Indicate self-employment if applicable)
4. Duties of outside employment or business activities: Metabolic Reset Coach
Support clients, Zoom meetings, mentor others
5. Hours per week (anticipated) of outside employment: Varies (10-20)

Employee Signature: Lori Phelan Date: 8/10/20

Supervisor/Manager Signature: _____ Date: _____

Village Board Decision:

☐ Approved

☐ Denied

Comments: _____

Village President Signature: _____ Date: _____