

Martin, Liberty

From: Timothy L. Firestine, Chief Administrative Officer
Sent: Thursday, June 25, 2015 9:57 AM
To: #MCG.ALL
Subject: Outside Employment Online System

As you are aware, County employees seeking to work outside jobs in which they receive compensation for services are required by the Public Ethics Law to obtain the approval of the County's Ethics Commission. Up to now, requests have been made using a paper system. However, I am pleased to announce that the Ethics Commission, with the assistance of the Department of Technology Services, has launched a new outside employment online system. **Effective immediately, employees must use the online system to request approval for outside employment.**

The system can be accessed at the following link: www.montgomerycountymd.gov/ethics/oe. For further guidance on using the system, see below.

Approvals of outside employment will not exceed three years in duration. Existing approvals of outside employment – those granted prior to the implementation of the new system – will expire one year from now, on June 24, 2016. For continued approval of existing requests, a new online request is required by June 24, 2016 or earlier.

NOTE: The Ethics Commission's outside employment online system may not be used by sworn Montgomery County Police Officers. They will continue to use their own system.

If you have any questions, please contact the Ethics Commission at 7-6670 or outside.employment@montgomerycountymd.gov.

Timothy L. Firestine
Chief Administrative Officer
Offices of the County Executive

For Applicants

- Go to www.montgomerycountymd.gov/ethics/oe, or go to the Ethics Commission home page at www.montgomerycountymd.gov/ethics and click Outside Employment on the left and select OEOS in the drop down menu.
- Sign in using your County ID and password.
- Click the New Request box to create a new outside employment request.
- Read all of the instructions before beginning the process. The system does NOT retain drafts, so please submit the request before exiting the system.
- Enter all requested information into the system.
- Click Finish to complete your request.
- You will be notified by e-mail when:
 - You have submitted a new request,
 - Your request has been approved by your Department/Office Director (or designee),
 - Your request has been considered by the Ethics Commission,
 - Your request is expiring in three months, and
 - Your request has expired.
- For a brief tutorial on the application process, [click here](#).

For Supervisors and Department/Office Directors

Supervisors: After a supervised employee submits an outside employment request, you will be notified via e-mail.

Department/Office Directors (or designees): Once the supervisor has reviewed the request, you will then be notified via e-mail.

- Once you have logged into the system, click on the Review Requests box to see any new requests or previously viewed requests.
- The list of requests awaiting review will be at the top. Click View on the right to look at the request form.
- Select Recommend or Not Recommend.
- Leave any comments or conditions (any conditions recommended by the supervisor or department head may be incorporated into approval conditions imposed by the Ethics Commission).
- If an approval period of less than three years is desired, please enter an expiration date (otherwise the default expiration date will be three years).
- Click Submit for the request to go to the next level of review.
- For a brief tutorial on the supervisory review process, [click here](#).

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