

**REQUEST FOR OUTSIDE EMPLOYMENT**



Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

As directed by Policy 1.10 Outside Employment, I hereby request approval to engage in outside employment as described below:

**Nature of Employment:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Time required for Employment:**

\_\_\_\_\_  
\_\_\_\_\_

I understand that City policy forbids me from engaging in any form of outside employment or business opportunity, for myself or another employer, which would conflict or interfere with my job at the City of Stephenville, while on City time, or using City equipment or materials. I understand that in order to engage in outside employment, I must receive approval from my supervisor and Department Director in advance of performing such outside employment, and that the approval may be withdrawn at any time. I also understand and agree that my outside employment must be suspended if my work status is FMLA leave, sick leave, workers' compensation leave, or restricted duty.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

**DEPARTMENT DIRECTOR ACTION**

Request Approved       Request Denied

Comments or Special Conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Department Director Signature**

\_\_\_\_\_  
**Date**

*Forward completed form to the Human Resources Department*