



REQUEST FOR OUTSIDE EMPLOYMENT

Employee Name: _____

Date: _____

Department: _____

Job Title: _____

I hereby request approval to engage in outside employment as described below:

Nature of Employment: _____

Time Required for Employment: _____

I understand that the City's 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 especially while on company time. Additionally, I understand that using company equipment or materials for outside employment is strictly prohibited. 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my supervisor and department director in advance of performing such outside employment and that the approval may be withdrawn at any time.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 with the City is sick leave, FMLA leave, workers compensation leave, or restricted duty. I understand that failure to comply with the policy could result in disciplinary action up to and including termination of employment.

Employee Signature

Date

Supervisor/Manager

Date

Department Director Action

Request Denied Request Approved

Comments or Special Conditions: _____

Department Director

Date