



REQUEST FOR OUTSIDE EMPLOYMENT

Name: \_\_\_\_\_ Position: \_\_\_\_\_

As directed by Policy 4.10, Outside Employment, I request approval for outside employment as described below:

Outside employer name, nature of employment, position and responsibilities (if known):

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

Time required or schedule for employment: \_\_\_\_\_

I understand and agree to the following:

- City policy prohibits me from any form of outside employment or business opportunity, for myself or another employer, which would conflict or interfere with my job at the City.
- I must receive approval from the Department and HR Director in advance of performing such outside employment.
- Approval may be withdrawn at any time if outside employment adversely affects the City.
- Any work performed for approved outside employment is prohibited while on City time or using City resources, equipment or materials.
- Outside employment cannot interfere with the City work schedule, business needs at the City, or negatively affect the reputation of the City.
- I cannot represent myself as a City employee or having City influence while performing outside employment.
- Depending on the nature of the outside employment and other job related factors, I may be required to suspend outside employment if I am unable to work my position at the City.

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

\_\_\_\_\_  
Date

Approved

Not Approved

Special Conditions:

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Director Signature

\_\_\_\_\_  
Date