



Department of Human Resources Outside Employment Request

Per Personnel Rule: 2.2.7 outside employment

The employee may engage in outside or other employment with the approval of the department head or the approval of the City Manager in the case of a department head. At no time shall such outside employment be conducted on City time. The employee shall not engage in outside employment or other activity which is not compatible with full and proper discharge of the duties and responsibilities of City employment, or which tends to impair the employee's capacity to perform City duties and responsibilities in an acceptable manner. The employee shall not do any work in a private capacity which may be construed by the public to be an official act.

I REQUEST PERMISSION TO HOLD OUTSIDE EMPLOYMENT

Name: _____		Date: _____	
Position with City: _____			
Type of Outside Work: _____			
Outside Employer: _____		() (Phone)	
Address: _____			
(City)		(state)	(Zip)
Number of Hours Per Week: _____			
Schedule:			
_____ Monday	_____ Tuesday	_____ Wednesday	_____ Thursday
_____ Friday	_____ Saturday	_____ Sunday	
_____ Employee Signature		_____ Date	
Department Head: _____			
<input type="checkbox"/> Approved: _____		<input type="checkbox"/> Denied: _____	

Send original to Human Resources