

REQUEST FOR PERMISSION FOR OUTSIDE EMPLOYMENT

Ref. Section 2.13 of the Employee's Manual and Directive #2218 (to be issued with application)

*Note: Employees in the military reserves are exempt from this requirement.

LAST NAME INITIAL		FIRST NAME		MIDDLE	FACILITY/OFFICE
TITLE	DATE OF APPOINTMENT	STATUS <input type="checkbox"/> Perm./ Cont. Perm. <input type="checkbox"/> Temp. or Prov.		PRESENT ASSIGNMENT AND SHIFT	

BE THOROUGH: AN INCOMPLETE FORM WILL NOT BE ACCEPTED

DETAILS OF OUTSIDE EMPLOYMENT

NAME OF EMPLOYER _____

TYPE OF BUSINESS _____

NO. AND STREET _____ CITY _____

TOTAL HOURS OF EMPLOYMENT WEEKLY _____ WORK SCHEDULE _____

TITLE AND DUTIES: _____

YES NO Is this your only source of outside employment? If "no", list all employers and number of hours worked on back.

YES NO Is this your first application for the employment described above?

YES NO Are you on limited duty or absent because of an injury or illness?

If your request is approved, the approval will be valid only for the duration of your employment at the position and employer described above.

SIGNATURE OF EMPLOYEE _____ DATE _____

SUPERINTENDENT'S RECOMMENDATION (Facility)
DIVISION DIRECTOR'S RECOMMENDATION (Main Office)

CHECK ALL THAT APPLY

I certify that this employee's time and attendance record meets agency standards.

I approve the above named employee for outside employment. (part time employees only)

Directive #2020, "Off Duty Firearms," Section B-8 applies.

I approve the above named employee for outside employment not to exceed 20 hours per week.

I do not approve this outside employment for the above named employee.

REMARKS: _____

SIGNATURE OF SUPERINTENDENT/
 DIVISION DIRECTOR _____ DATE _____

RECOMMENDED

NOT RECOMMENDED FOR THE FOLLOWING REASON (S) _____

ASSISTANT DIRECTOR OF PERSONNEL _____ DATE _____

APPROVED

APPROVED NOT TO EXCEED 20 HOURS PER WEEK FROM ALL SOURCES OF OUTSIDE EMPLOYMENT. THIS APPROVAL IS VALID ONLY FOR THE DURATION OF YOUR EMPLOYMENT AT THE POSITION AND EMPLOYER DESCRIBED ABOVE.

DISAPPROVED

DIRECTOR OF HUMAN RESOURCES _____ DATE _____