

OUTSIDE EMPLOYMENT OR BUSINESS ACTIVITY REQUEST

Section 1 - To be completed by employee

1. Employee Name (Last, first, middle)		2. Position Title	
3. 'DWH RI +LUH	4. 6XSHUYLVRU 1DPH	5. .68 Work Schedule: <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Intermittent <input type="checkbox"/> Temp <input type="checkbox"/> Seasonal <input type="checkbox"/> Other	
6. Are you now engaged in any outside employment? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain. Attach additional sheet if necessary)			

7. Prospective Employer's Name and Address	8. Type of Business	9. Proposed Work Schedule (Days/Hours)
		10. Proposed Start and Ending Date:

11. Describe the Outside Employment or Business Activity (Use Additional Sheets if Necessary)

12. I hereby certify that the statements made in this Section are complete and correct to the best of my knowledge.

Employee Signature	Date
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Section 2 - Recommendations of Supervisory Officials

A. Receipt of Initial Request: Date:	B. Receipt of a fully Completed Request: Date:	C. Deadline for Approval/Disapproval Date:
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D. In considering this request for outside employment or business activity, I ~~KDYH YLHZHG WK6W.D80W XIF NVLW\ (PSOR DQG) B BXOW\ +D Q&R R B N/Q/W3RUHDVW KH &RFRHQ GXFW (WK DFCG SXROG LFWUHW B QSOR\HHV UHVS RQVD DFCOR WOHVW BQHLQ~~

, PPHGLDWH Supervisor:	Approval	Disapproval
(Signature and Title)		(Date)

Section 3 - Completed by the **Director of Human Resources**

Management must make a final decision on this request to engage in outside employment or business activity as soon as possible, but not later than ten (10) workdays from receipt of the fully completed request.

Following receipt of a fully completed request careful review of all information contained on the request should take place. A complete statement setting forth the rationale for any disapproval must accompany the request when returned to the requesting employee.