



## EMPLOYEE REQUEST TO ENGAGE IN OUTSIDE EMPLOYMENT

Secondary employment\* is defined as follows: Any activity an individual engages in, that provides said individual with financial compensation/gain. Employment requires the use of an individual's time, skills, abilities and talents to perform work related functions. (For example: consulting or instructional positions, property manager, writing/editing a book, etc., is considered outside employment). Employment is not personal investments or income derived from rental properties.

**Instructions: Employee completes and sends form to immediate supervisor who approves or denies request and forwards to second level supervisor who approves or denies request. Second level supervisor either returns denied request to employee or forwards approved requests to HR for employee's personnel file within five working days from initial date of request.**

Employee Name	Employee Department
Supervisor Name	Second Level Supervisor Name
<b>Outside Employer/Business Name</b>	
<b>What are the hours you intend to work?</b> (List Days of Week and Times)	
<b>Total # of hours per week you intend to work?</b>	
<b>What type of work does the employer perform?</b>	
<b>Describe the type of work you will perform for the employer.</b>	
I request approval to engage in the outside employment listed above effective: _____, 20__	Employee Signature <span style="float: right;">Date</span>
<input type="checkbox"/> approved <input type="checkbox"/> denied (state reason below)	Supervisor Signature <span style="float: right;">Date</span>
<input type="checkbox"/> approved <input type="checkbox"/> denied (state reason below)	Second Level Supervisor Signature <span style="float: right;">Date</span>
Reason	

**Please note: This form must be completed and on file in HR prior to engaging in outside employment.** No employee is allowed to engage in any outside employment or other activity that is directly incompatible with the duties and responsibilities of the employee's state position, including any business transaction, private business relationship, or ownership. official channels, and disclosure or use of confidential information acquired through state employment. Incompatibility includes reasonable inference that the above has occurred, may occur, or has any other adverse effect on the public's confidence in the integrity of state government.