

# OFF-DUTY EMPLOYMENT REQUEST

Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Dept/Div: \_\_\_\_\_

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

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Outside employer or company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Work days and hours/week: \_\_\_\_\_

Position and duties to be performed: \_\_\_\_\_

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**Employee Signature**

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**Date**

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Department Head Recommends: \_\_\_\_\_ Approval \_\_\_\_\_ Denial (if denial is recommend state reason/s): \_\_\_\_\_

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**Department Head's Signature**

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**Date**

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I have reviewed the request for off-duty employment and take the following action.

**Approved** to work with employer named above

**Denied** request to work with employer named above. Reason for denial follows:

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**City Manager's Signature**

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**Date**