

REQUEST FOR OUTSIDE EMPLOYMENT

I, _____, request approval to engage in the following outside employment. This employment will be on a part-time basis and will occur outside of my normal working hours. I acknowledge that I may be ordered to terminate my outside job if it is determined to violate agency policy or if it impacts upon the performance of my primary duties assigned by the Agency.

I further understand I may be disciplined and may be terminated from my position with the Agency if I refuse to quit my outside employment after being ordered to do so by the Chief of Staff for State Operations or his designee. A description of the outside employment sought, including the actual hours to be worked are as follows:

Description of duties:

Work hours: _____

Requesting Employee Signature

Date

Recommend Approval

Recommend Disapproval

Department Head or Program Manager Signature

Date

Recommend Approval

Recommend Disapproval

State HRO

Date

Approved

Disapproved

Chief of Staff for State Operatons

Date