

EMPLOYEE REQUEST FOR OUTSIDE EMPLOYMENT

TO: _____
(Your supervisor)

FROM: _____
(Your name)

DATE: _____



As defined in Section 1605 of the City's Personnel Policy Manual, I am requesting approval of employment outside my position with the City of Lewiston. The name and address of this employment is:

business name: _____
address: _____

I will be taking / have taken a position to begin on _____. This position will be full time / part time with approximately ____ hours per week. The type of work I will be doing is _____.

My secondary job will not affect the responsibilities of my position with the City, reduce my efficiency, or adversely affect the City's image. I understand that I will not be eligible for paid sick leave when my absence is the result of an injury sustained at my secondary job.

The following needs to be considered and addressed if necessary:

- If your City job requires standby or on-call work, you need to address how the second job will affect the City's position requirements.

- Will the secondary job require your attention during your City job hours (ie, telephone calls, cell phone, faxes, emails, copy machine, etc.) and how do you propose to handle those interruptions/distractions?

Employee Signature: _____ Date _____ Printed Name _____

Recommend for approval: Approved Disapproved

Department Head Date Alan Nygaard City Manager Date

Signed copies to employee, supervisor, and dept. director. Original to HR employee file.