



# CITY OF SAINT PAUL

ALASKA

<b>REQUEST FOR OUTSIDE EMPLOYMENT APPROVAL FORM</b>			
<b>Employee Name</b>		<b>Date of Request</b>	
<b>Department/Division</b>		<b>Job Title</b>	
<b>Employee ID No</b>		<b>Supervisor Name</b>	
<b>I hereby request approval to engage in outside employment as described below:</b>			
<b>Nature of Employment</b>			
<b>Time Required for Employment</b>			
<b>ACKNOWLEDGEMENT</b>			
<p>I understand that City Personnel Policy 05.02 does not allow me to engage in outside employment or business opportunity, for myself or another employer, which would conflict or interfere with my job especially while on City time. Additionally, I understand that using City property for outside employment is prohibited. I understand that to engage in outside employment, I must receive approval from my supervisor, Department Director, and City Manager in advance of performing such outside employment, and that the approval may be withdrawn at any time. I also understand and agree that my outside employment must be suspended if my work status with City is sick leave. I understand that failure to comply with the policy could result in disciplinary action.</p>			
<b>EMPLOYEE'S SIGNATURE</b>			
<b>Employee's Signature</b>		<b>Date</b>	
<b>REVIEW OF REQUEST</b>			
<b>Reviewed by Supervisor</b>		<b>Date of Review</b>	
<b>Reviewed by Department Director</b>		<b>Date of Review</b>	
<b>Reviewed by City Manager</b>		<b>Date of Review</b>	
<b>APPROVAL OR DENIAL OF REQUEST</b>			
<b>Approved/Denied by Supervisor</b>		<b>Date Approved/Denied</b>	
<b>Approved/Denied by Department Director</b>		<b>Date Approved/Denied</b>	
<b>Approved/Denied by City Manager</b>		<b>Date of Approved/Denied</b>	

City of Saint Paul  
Request for Outside Employment Approval Form

<b>COMMENTS/CONDITIONS</b>	
<b>MANAGEMENT/ADMINISTRATION SIGNATURES</b>	
<b>Supervisor's Signature</b>	<b>Date</b>
<b>Department Director's Signature</b>	<b>Date</b>
<b>City Manager's Signature</b>	<b>Date</b>