

OUTSIDE/SUPPLEMENTARY EMPLOYMENT APPLICATION/AUTHORIZATION

- INITIAL APPLICATION – Submit at least 30 days prior to beginning outside employment, unless superseded by a collective bargaining agreement. (Includes changes in nature of employment or employers.)
- ANNUAL RENEWAL – Submit each year during the month in which your original application was approved.
- ADDITIONAL APPLICATION – Check if other applications are on file or pending.

COMPLETE AND FORWARD THROUGH CHANNELS TO THE HUMAN RESOURCES DIVISION

DEPARTMENT MEMBER	NAME OF MEMBER		RANK/CLASSIFICATION
	EMPLOYEE ID NUMBER	DIVISION	DISTRICT/POST
	NAME OF PROSPECTIVE EMPLOYER		TELEPHONE NUMBER (Include Area Code) ()
	ADDRESS (Street, City, State, ZIP Code)		
	PRINCIPAL BUSINESS OF EMPLOYER		
	OUTSIDE EMPLOYMENT DUTIES (In Detail)		
	IS THIS A PARTISAN POLITICAL POSITION, EITHER ELECTED OR APPOINTED? <input type="checkbox"/> Yes <input type="checkbox"/> No		IF YES, IS ANY PORTION OF THE EMPLOYEE'S MSP COMPENSATION, INCLUDING OVERTIME, PAID BY FEDERAL FUNDS, INCLUDING GRANTS? <input type="checkbox"/> Yes <input type="checkbox"/> No
	NUMBER OF HOURS WORKED (Per Week, Month or Year)		DATE EMPLOYMENT TO BEGIN
<p>I have reviewed Official Orders Nos. 29 and 61 concerning conflict of interest and outside employment.</p> <p>MEMBER'S SIGNATURE _____ DATE _____</p>			
SUPERVISOR	<p>The member <input type="checkbox"/> is <input type="checkbox"/> is not required to work irregular or overtime hours. If yes, explain _____</p> <p>On _____ the Human Resources Division made a preliminary decision that the outside employment request be <input type="checkbox"/> approved <input type="checkbox"/> disapproved (Contact Human Resources ONLY when request appears to be in conflict with department policy.) I tentatively <input type="checkbox"/> approve <input type="checkbox"/> disapprove the above named member's application for outside employment.</p>		
	POST COMMANDER'S/SUPERVISOR'S SIGNATURE		DATE
	<p>Both Commanders' signatures required for Division members whose work locations are within a District; e.g., Fire Marshal.</p> <p>Reviewed By:</p>		
COMMANDER	DISTRICT COMMANDER'S SIGNATURE		DATE
	DIVISION COMMANDER'S SIGNATURE		DATE
HUMAN RESOURCES	<p>The member's request for outside employment has been <input type="checkbox"/> approved <input type="checkbox"/> disapproved <input type="checkbox"/> restricted*</p> <p>Annual renewal is required by _____ *Details of restriction must be included or attached.</p>		
	HUMAN RESOURCES DIVISION COMMANDER		DATE