

# CITY OF ALABASTER

## Request for Approval of Outside Employment

In accordance with the City of Alabaster Employee Handbook Section 16.6, I am requesting approval of the following outside employment:

Name / Address of Outside Employer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Hours / Days Worked: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

I certify that I have read and understand the Employee Handbook Sections 16.6 and I understand the following policies concerning outside employment:

- No employee may engage in additional employment that interferes with proper and effective job performance, results in a conflict of interest, is in violation of the State of Alabama Ethics Law; or may subject the City or any of its departments to public criticism or embarrassment.
- The City of Alabaster is my primary employer and working hours will not be scheduled around my outside employment.
- Performing outside employment while on duty for the City or while on sick leave, family medical leave, worker's compensation leave, or administrative leave with pay is a violation of City Policy.
- Using City equipment for outside employment is a violation of the City Policy.
- This form must be renewed each calendar year by January 31<sup>st</sup>.
- Any violation of this agreement may result in revocation of the approval of outside employment and disciplinary action, up to and including termination.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Signature/Date

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\_\_\_\_\_  
Approved

\_\_\_\_\_  
Disapproved

\_\_\_\_\_  
Signature of Department Head/Date

Reason for Disapproval \_\_\_\_\_

Reason for Disapproval \_\_\_\_\_

Human Resources Director Signature/Date \_\_\_\_\_