



**SECONDARY EMPLOYMENT REQUEST FORM**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

I hereby request approval to engage in outside employment as described below:

Nature of employment: \_\_\_\_\_

\_\_\_\_\_

Time required for employment: \_\_\_\_\_

\_\_\_\_\_

I understand that the City of North Augusta Personnel Policy 104.06 forbids me from engaging in any form of outside employment or business opportunity, for myself or another employer, which would conflict or interfere with my job especially while on company time. Additionally I understand that using company equipment or materials for outside employment is strictly prohibited. I understand that in order to engage in outside employment, I must receive approval from my supervisor and Department Director in advance of performing such outside employment, and that the approval may be withdrawn at any time.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 the City of North Augusta is sick leave, FMLA leave, workers compensation leave, or restricted/light duty. I understand that failure to comply with the policy could result in disciplinary action up to and including termination of employment.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

**DEPARTMENT DIRECTOR ACTION**

Request Approved       Request Denied

Comments or Special Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

*Forward completed form to the Human Resource Department*