



CITY OF HOUSTON

OUTSIDE EMPLOYMENT AUTHORIZATION REQUEST FORM

Please indicate type of request: New Revision Annual

CITY OF HOUSTON EMPLOYMENT

Employee: _____ Employee No. _____
 (Last Name) (First Name) (MI)

Current Job Classification: _____

Department: _____ Division: _____

Job Duties: _____

OUTSIDE EMPLOYMENT (MONETARY OR NON-MONETARY COMPENSATION)

Employer: _____ Address: _____
 (Physical Street Address)

Telephone _____ (City) (State) (Zip)

Days Mon Tue Wed Thurs Fri Sat Sun

Beginning Hour(s) _____ a.m./p.m. Ending Hour(s) _____ a.m./p.m.

Job Duties: _____

EMPLOYEE AFFIRMATION

I understand the City of Houston policy prohibits me from contracting or engaging in any work of any kind outside of my regular working hours for monetary or non-monetary compensation, unless specifically authorized, in writing, to do so by my department director or designee. I also understand my primary employment and responsibility shall be my employment with the City. I also affirm the above outside employment authorization request does not pose a conflict of interest or gives the appearance of a conflict of interest which would interfere with my duties and responsibilities of employment, or create a conflict between the public trust held in my capacity as an employee with the City of Houston. Additionally, my outside employment will in no way conflict or compete for my physical or mental energy, with my employment with the City of Houston.

(Signature of Employee)

(Date)

SUPERVISOR'S AND/OR MANAGER'S ACKNOWLEDGEMENT OF RECEIPT

(Signature of Supervisor, if applicable) (Date)

(Signature of Manager, if applicable) (Date)

DEPARTMENT DIRECTOR'S OR DESIGNEE'S FINAL DETERMINATION

Outside Employment as stated above is: Approved Not Approved

(Signature of Department Director or designee)

(Date)

Reason(s) for NOT approving: _____
