



SECONDARY (OUTSIDE) EMPLOYMENT REQUEST

NAME: _____ POSITION _____

DEPARTMENT: _____

OUTSIDE EMPLOYER: _____

ADDRESS: _____ PHONE#: _____

_____ HOURS / WK: _____

NATURE OF OUTSIDE EMPLOYMENT:

JOB TITLE / DESCRIPTION: _____

Will this secondary job in any way be considered a conflict of interest to your primary job with the City?

Yes No

If yes please explain: _____

This employment will be conducted outside of my normal hours of employment with the City of Petersburg. It is understood that the requirements of my City position come first and if any conflict should arise, or there is any violation of the outside employment policy, the secondary employment will be stopped.

Signature of Employee Date

Date Received by Supervisor: _____

Reviewed By: _____
Department / Agency Head Date

Secondary Employment Approved Disapproved

City Manager Date

Copy of this request must be submitted to the Department of Human Resources for placement in the employee personnel file.