



## City of Kenai Request for Outside Employment

Kenai Municipal Code 23.20.100 states, in part, that no full-time employee may accept outside employment, whether part-time, temporary, or permanent that could reasonably interfere, conflict, or negatively reflect on the City. Approval by the employee's department head is required before acceptance of outside employment.

Employee Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_

I am requesting approval to work outside my regularly scheduled work hours. This work will include:

Name of Organization: \_\_\_\_\_

Address and Contact Number: \_\_\_\_\_

Duties to be performed: \_\_\_\_\_

Hours of Work: \_\_\_\_\_

I agree to the following:

1. To report to my supervisor any changes in my outside employment including a change in hours, change in duties, or the end of my employment with the organization named above.
2. To refrain from use of City equipment or resources in the performance of duties associated with my outside employment.
3. Not to be absent from my regularly assigned work hours due to my outside employment.
4. Either party at any time may revoke this agreement, in writing.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Request Approved

Request Denied

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution: Original-Employee Personnel File Copy-Employee