

OUTSIDE EMPLOYMENT APPROVAL FORM

Employee Name: _____ Telephone #: _____

Name of Court: _____ Date of Request: _____

Name of outside employer: _____

Hours normally worked at the court: _____

Hours in which I anticipate being scheduled for outside employment: (Example, Sat, 10-4):

Duties I will be performing in outside employment: (Additional sheets may be attached, if necessary.)

Employee Signature: _____

Supervisor Recommendation: Yes _____ No _____

Supervisor Signature: _____ Date: _____

Supervisor Comments: _____

Administrative Authority Receipt

As Administrative Authority, I have evaluated this notice of outside employment.

_____ Yes, I approve this request. _____ No, I disapprove this request.

Comments:

(It is recommended that the Administrative Authority provide the reason for disapproval in writing to the employee.)

Administrative Authority Signature

Date

cc: Employee Personnel File

Dev: 7/31/06

Rev: 9/26/07