SoCoCAA/TTA
OUTSIDE EMPLOYMENT

Employee Name_____

It is the policy of the Organization to allow its employees to hold second jobs, subject to certain restrictions. Outside employment for employees is not encouraged, however, and the prior approval of the Executive Director must be obtained before any outside employment or work activity is undertaken, including self-employment and consulting. Failure to obtain prior approval may result in disciplinary action, up to and including termination.

(Sign in this section if you do not currently have other employment.)

I have read and understand the above policy and I agree to request the appropriate approvals before accepting any outside employment. Currently, I **DO NOT HAVE** other employment.

_____ _____

(Employee Signature) (Date)

OR

(Sign in this section if you are requesting approval to hold a second job.)

I have read and understand the above policy regarding outside employment and request approval to hold outside employment.

Currently, I **DO HAVE** other employment (at the time of hiring).

Check if applicable:

☐ I currently hold outside employment and request approval.

☐ I am currently a SoCoCAA employee working in the _____ department and request approval to hold a second job within SoCoCAA.

Name of outside employer:_____

Job duties:_____

_____

Days and hours of this outside employment:_____

_____ _____

(Employee Signature) Date

I recommend _____approval _____disapproval of this request.

_____ _____

Program Director Date

Comments:_____

_____

_____ _____

Executive Director Date