

CITY OF CHICO
OUTSIDE EMPLOYMENT INFORMATION

SECTION I - EMPLOYEE INFORMATION

Name: _____

Employee Number: _____

Department: _____

Job Title: _____

SECTION II - OUTSIDE EMPLOYMENT INFORMATION

Instructions - Read each of the statements below. After you read and understand them, check the appropriate statement and fill in the necessary information.

☐ I am not employed by and do not work for any business or undertaking for which I am receiving pay or other remuneration, credit or benefits other than the City of Chico. I understand that if I do accept such employment with any business or undertaking while a City employee, I am required to submit a revised Outside Employment Information form immediately prior to commencement of such employment.

☐ Other than with the City of Chico, I am currently employed as follows:

Name of Employer: _____

Address: _____

Type of Business: _____

Job Title: _____

Number of Hours/Week: _____

☐ I am self-employed doing the work described below: (Use additional sheets as necessary)

Signature: _____

Date: _____

SECTION III - DEPARTMENT RECOMMENDATION (Required if outside employment listed)

- ☐ I recommend approval of the outside employment as set forth in Section II above.
- ☐ I recommend approval of the outside employment as set forth in Section II above subject to the following conditions: _____
- _____
- ☐ I recommend disapproval of the outside employment as set forth in Section II above for the following reason(s): _____
- _____

Signature: _____

Date: _____

SECTION IV - DETERMINATION

- ☐ No action necessary - employee lists no outside employment.
- ☐ The outside employment set forth in Section II above is hereby approved.
- ☐ The outside employment set forth in Section II above is hereby approved subject to the following conditions: _____
- _____
- ☐ The outside employment set forth in Section II above is hereby disapproved for the following reason(s): _____
- _____
- _____

Determination made by:

- ☐ Human Resources & Risk Management
- ☐ City Manager
- ☐ City Council (meeting of _____)

Signature: _____

Date: _____

SECTION V - EMPLOYEE ACCEPTANCE (If Required)

I hereby accept the conditions of approval as set forth above in Section IV regarding my outside employment.

Signature: _____

Date: _____

Distribution: Original to P-EF; CC: employee, department