



Outside Employment and Other Employee Obligations

In accordance with California *Government Code* Title 1, Division 4, Chapter 1, Article 4.7, no employee may engage in any outside employment, enterprise, or activity that is inconsistent, incompatible, in conflict with, or adverse to his/her employment, their ability to perform their duties and responsibilities, including performance of overtime work and emergency duties, or any other aspect of City operations.

Personnel Rule XX requires that employees notify their Director in writing of all outside employment in which they are engaged, regardless of when that outside employment began, so that the City may assess whether such outside employment conflicts with the employee's City employment.

Name: _____ Title: _____

Department: _____ Supervisor: _____

Please check the box that applies:

I do not currently engage in employment outside my position with the City of Santa Clarita. However, if in the future I wish to do so, I will notify Human Resources by completing a new form (*available on rNet*).

I hereby request approval to engage in outside employment as described below (*nature of employment*):

Name of Employer/Location: _____ Days/Hours Worked: _____

Date employment began: _____ Date employment expected to end (*if known*): _____

Employee Signature

Date

DEPARTMENT HEAD ACTION: Request Approved Request Denied

Comments or Special Conditions: _____

Department Head Signature

Date

Human Resources Manager Signature

Date