

CITY OF SHOW LOW SECONDARY EMPLOYMENT FORM

Conditions for Secondary Employment:

- Secondary job does not interfere with efficient job performance.
 - It does not in any way conflict with the interests of the City of Show Low.
 - It is not a type of employment which would reasonably give rise to criticism or suspicion of conflicting interests or duties.
 - It does not exceed twenty-four (24) hours of employment in any given calendar week.
 - Secondary employment is not allowed in any eight (8) hour period immediately prior to a regular work shift for the City.
 - Secondary employment must be approved by the Department Director and the City Manager, Deputy City Manager, or designee.
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Employee Name: _____ Department: _____

Proposed Outside Work Type:

Employer:

Location:

Work Schedule (Days Worked):

Time Worked: _____ AM/PM to _____ AM/PM

Comments:

Department Director

Approval

Disapproval

Signature

Date

Restrictions/Reason:

City Manager

Approval

Disapproval

Signature

Date

Restrictions/Reason:

Primary duties for the City of Show Low takes precedence over secondary employment. To include call outs.

Original to Personnel File Copy to Supervisor/Employee