



**CITY OF CORAL GABLES
HUMAN RESOURCES DEPARTMENT
OUTSIDE EMPLOYMENT REQUEST FORM & AFFIDAVIT**

GENERAL	Employee Name: _____ Employee No.: _____								
	Department: _____ Title: _____								
	Present City Schedule:								
	<table style="width:100%; border: none;"> <tr> <td style="text-align: center;">Sun from _____ to _____</td> <td style="text-align: center;">Mon from _____ to _____</td> <td style="text-align: center;">Tue from _____ to _____</td> </tr> <tr> <td style="text-align: center;">Wed from _____ to _____</td> <td style="text-align: center;">Thu from _____ to _____</td> <td style="text-align: center;">Fri from _____ to _____</td> </tr> <tr> <td style="text-align: center;">Sat from _____ to _____</td> <td colspan="2">Other _____</td> </tr> </table>	Sun from _____ to _____	Mon from _____ to _____	Tue from _____ to _____	Wed from _____ to _____	Thu from _____ to _____	Fri from _____ to _____	Sat from _____ to _____	Other _____
Sun from _____ to _____	Mon from _____ to _____	Tue from _____ to _____							
Wed from _____ to _____	Thu from _____ to _____	Fri from _____ to _____							
Sat from _____ to _____	Other _____								

PROPOSED OUTSIDE EMPLOYMENT	<p>A. Please check the applicable box:</p> <p>1. <input type="checkbox"/> Initial Request: This is an initial request for approval of Outside Employment.</p> <p>2. <input type="checkbox"/> Renewal Request: This is a renewal request for a previously approved request for Outside Employment with the same business.</p> <p>3. Is this your only Outside Employment? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please list: _____</p> <p>B. The total hours per week that I intend to work shall not exceed: _____ hours.</p>									
	Name of Company or Business: _____									
	Address: _____ City/State/Zip: _____									
	Nature of Business: _____ Telephone Number: _____									
Responsibilities: _____										
The proposed days/hours of work are:										
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ACKNOWLEDGMENT	<p>I have read section 2-230 of the City Code and Rule 18 of the City's Personnel Rules and Regulations and will abide by them. I affirm that the proposed outside employment does not and will not:</p> <ul style="list-style-type: none"> Interfere with the efficient performance of my duties with the City and will not occur during regular or assigned work hours unless I receive pre-approved annual or compensatory leave to cover the absence. Be with any business, organization or agency that is subject to the regulation of, or is doing business with the City except as expressly permitted by Florida State law. Require me to disclose or use information gained by my city position unless the information is available to the general public. Be with another government entity unless approved by the City Manager. Involve the performance of any work which should be performed as part of my regular duties with the City or be for personal gain while on duty with the City. Be obtained through personal solicitation during my work hours with the City. Use the City name, logo or trademark or any portion thereof, in order to solicit customers. Reflect unfavorably to the City. Cause a conflict of interest under City or County code and State Statutes, copies of which I have reviewed. <p>I will notify the City of changes in my outside employment or when my outside employment has discontinued. The City shall have the right to rescind the approval of this request for outside employment, at any time, upon written notice. If I violate any of the above provisions, including the City's Personnel Rules and Regulations regarding outside employment, I will be subject to disciplinary action including termination of employment.</p> <p align="center">I DECLARE, UNDER PENALTY OF PERJURY, THAT THE ABOVE STATED INFORMATION IS TRUE AND CORRECT.</p>
	Employee Signature: _____ Date: _____

APPROVALS	Dept. Director: Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Signature: _____ Date: _____
	HR Director: Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Signature: _____ Date: _____
	Assist. City Manager: Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Signature: _____ Date: _____
	City Manager: Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Signature: _____ Date: _____
	REMARKS: _____
<p><small>NOTE: CITY EMPLOYEES ENGAGING IN OUTSIDE EMPLOYMENT MUST ALSO FILE AN ANNUAL FINANCIAL REPORT WITH THE CITY CLERK'S OFFICE BY JULY 1ST OF EACH YEAR IN ACCORDANCE WITH SECTION 2-11.1(K)(2) OF THE MIAMI-DADE COUNTY CODE. APPLICABLE FORMS MAY BE REQUESTED FROM THE CITY CLERK'S OFFICE.</small></p>	