



Name of Department or Agency \_\_\_\_\_

**Request for Permission to Perform Outside Employment**

*(Please type or print)*

**Part I: Employee Information**

Name (print) \_\_\_\_\_ Employee ID \_\_\_\_\_

Job Classification \_\_\_\_\_ Bureau/Division \_\_\_\_\_

**Part 2: No Outside Job** (to be completed by employees who are not engaged in outside employment)

**I am not employed in any outside employment at this time and understand that I must file a written request with my department head before performing outside employment.**

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

**Part 3: Outside Job** (to be completed by employees who seek permission to perform an outside job)

Name of Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Business Address \_\_\_\_\_

Telephone \_\_\_\_\_ Type of Business \_\_\_\_\_

Duties \_\_\_\_\_

Days/Dates of work \_\_\_\_\_ Hours per week \_\_\_\_\_

Daily start/end time \_\_\_\_\_ / \_\_\_\_\_ Length of job \_\_\_ indefinitely #\_\_\_ weeks #\_\_\_ months

Location where you will work \_\_\_\_\_

**I have reviewed the City of Atlanta's policies on outside employment on page 2 and agree that my outside job will not interfere with the performance of my official duties, involve a conflict of interest, or involve the use of city records or equipment. I understand that my department head has the right to approve or deny this request.**

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

**Part 4: APPROVED BY (if denied, attach reasons & include relevant section number from back):**

Approved  Denied \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Approved  Denied \_\_\_\_\_  
Bureau Director or Division Head \_\_\_\_\_ Date \_\_\_\_\_

Approved  Denied \_\_\_\_\_  
Department Head \_\_\_\_\_ Date \_\_\_\_\_

## **Relevant Provisions in the City's Code of Ordinances Related to Outside Employment (including self-employment)**

### **Sec. 114-436. Definitions and conditions.**

Outside employment shall constitute any paid employment of an employee which is in addition to such employee's employment with the city. As related to one's employment with the city, outside employment shall only be allowed under the following conditions:

- (1) Such employment shall not interfere with or affect the performance of the employee's duties.
- (2) Such employment shall not involve a conflict of interest or a conflict with the employee's duties.
- (3) Such employment shall not involve the performance of duties which the employee should perform as part of such employee's employment with the city.
- (4) Such employment shall not occur during the employee's regular or assigned working hours, unless the employee is on either annual leave, compensatory leave or leave without pay.
- (5) No employee engaging in outside employment shall work at such outside employment for a longer period of time than that stated in the employee's request for permission to engage in such employment.
- (6) Such employment shall be conditioned upon the employee's being relieved immediately for the return to and performance of the duties of such employee's employment with the city, if such employee should be called for emergency service.
- (7) Such employment shall not involve the use of records or equipment of the city. Police uniforms shall not be considered equipment in the meaning of this subsection.

### **Sec. 2-811. Use of property & services.**

No official or employee shall request, use or permit the use of any publicly owned or publicly support property, vehicle, equipment, labor or service for the private advantage of such official or employee or any other person or private entity.

### **Sec. 2-820. Incompatible interests.**

(a) No official or employee shall invest or hold any investment, directly or indirectly, in any financial, business, commercial or other private transaction, which creates a conflict with and adversely affects official duties of the official or employee to the detriment of the city.

(b) No official or employee shall engage in or accept private employment or render services for private interests when such employment or service is adverse to and incompatible with the proper discharge of official duties of the official or employee.

(c) No official or employee shall own stock in or be employed by or have any business, financial or professional connection with or ownership interest in any business, company or concern which does business with the city, unless such business with the city is conducted through sealed competitive bidding or requests for proposal where such bids are opened and the awards are made at meetings open to the public. . . . This section is not intended to apply to ownership of less than ten percent of any publicly traded stock.

(d) Commissioners, deputy commissioners, department heads, chief operating officer, deputy chief operating officers, chief of staff, deputy chiefs of staff, bureau directors, and employees of the office of the mayor who report directly to the mayor . . . may engage in private employment or render services for private interests only upon obtaining prior written approval from the board of ethics.

Form #HR226OJ

3/22/04

Original to Department, copy to employee