



Employee Request for Outside Employment

Name:	Department:
Class Title:	Date:

I have read and understand the State of Colorado's policy regarding outside employment. I understand that it also applies to jobs in other state agencies and volunteer positions in organizations supported by state funds. I am requesting approval of the outside employment described below.

Name of Outside Employer:	Date of Outside Employment:
Outside Job Title:	Location and Work Hours:
Description of Duties:	

This outside employment will not interfere with my duties and will not result in a conflict, or *perceived* conflict, with the interests of the department or the state because:

If my situation regarding outside employment changes, I will notify my supervisor and the appointing authority. I also agree that in the event of a conflict of interest or interference with my ability to perform my duties with the department, I will be expected to terminate either the outside employment or my position with the department.

Employee's Signature _____ Date _____

Recommend Approve Deny
Supervisor _____ Date _____

Approve Deny
Appointing Authority _____ Date _____

Specific Conditions: