City of Richmond

Administrative Manual

Outside Employment/Activity Request Form

Administrative Policy AP 12, Incompatible Activity of City Employees, states that ñCity of Richmond employees shall not engage in any employment, activity or enterprise which is inconsistent, incompatible or in conflict with his or her duties as a City employee; or with the duties, functions or responsibilities of the City.ò

The Department Director shall determine whether these activities are inconsistent or in conflict with an employee's present duties.

TO: , Department Director

Name and address of prospective employer or contractor:

Description of activities:

Hours and duration of employment:

If this request is approved, the employee must request approval again at one-year intervals or anytime the approved outside activity changes substantially.

Name of employee:

Classification Title:

Department:

I agree to comply with Administrative Policy AP 12.

Employee Signature: _____ Date:

Employee's Supervisor Signature: _____ Date:

Employee's Department Director: ☐ **APPROVE** ☐ **DENIED**

Department Director Signature:_____**Date:**

Forward copy of Approved Request to the Director of Human Resources Department