

**CITY OF CHICO**  
**OUTSIDE EMPLOYMENT INFORMATION**

**SECTION I - EMPLOYEE INFORMATION**

Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_  
Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

**SECTION II - OUTSIDE EMPLOYMENT INFORMATION**

**Instructions** - Read each of the statements below. After you read and understand them, check the appropriate statement and fill in the necessary information.

I am not employed by and do not work for any business or undertaking for which I am receiving pay or other remuneration, credit or benefits other than the City of Chico. I understand that if I do accept such employment with any business or undertaking while a City employee, I am required to submit a revised Outside Employment Information form immediately prior to commencement of such employment.

Other than with the City of Chico, I am currently employed as follows:

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Job Title: \_\_\_\_\_

Number of Hours/Week: \_\_\_\_\_

I am self-employed doing the work described below: (Use additional sheets as necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION III - DEPARTMENT RECOMMENDATION (Required if outside employment listed)**

- I recommend approval of the outside employment as set forth in Section II above.
- I recommend approval of the outside employment as set forth in Section II above subject to the following conditions: \_\_\_\_\_  
\_\_\_\_\_
- I recommend disapproval of the outside employment as set forth in Section II above for the following reason(s): \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION IV - DETERMINATION**

- No action necessary - employee lists no outside employment.
- The outside employment set forth in Section II above is hereby approved.
- The outside employment set forth in Section II above is hereby approved subject to the following conditions: No outside employment may interfere with normal work schedule and no City equipment or City resources may be used.
- The outside employment set forth in Section II above is hereby disapproved for the following reason(s): \_\_\_\_\_  
\_\_\_\_\_

Determination made by:  Human Resources & Risk Management Director  
 City Manager  
 City Council (meeting of \_\_\_\_\_)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION V - EMPLOYEE ACCEPTANCE (If Required)**

I hereby accept the conditions of approval as set forth above in Section IV regarding my outside employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution: Original to P-EF; CC: employee, department