



CITY OF LAS VEGAS
AN EQUAL OPPORTUNITY EMPLOYER

OUTSIDE EMPLOYMENT REQUEST FORM

HUMAN RESOURCES DEPARTMENT
495 S. MAIN STREET, LAS VEGAS, NV 89101
(702) 229-6315

NAME DATE OF REQUEST
DEPARTMENT DIVISION
POSITION SUPERVISOR
PLATOON (if applicable)

OUTSIDE EMPLOYER/OUTSIDE AGENCY

NAME OF BUSINESS/ENTITY
ADDRESS PHONE
NATURE OF WORK OUTSIDE JOB TITLE
JOB DUTIES
MAXIMUM HOURS TO BE WORKED* DAILY WEEKLY
DOES THE OUTSIDE EMPLOYER/AGENCY HAVE A BUSINESS RELATIONSHIP WITH THE CITY OF LAS VEGAS? YES NO

The City reserves the right to deny any outside employment request when it is felt it is in the best interest of the City.

I certify that the above conditions have been, can, and will be met with respect to my outside employment and further, that should there become a situation in which the above conditions may not be met, I will take appropriate action. I also certify that the above information regarding the outside employment is true, that I will use this permission only for the position and employer/agency stated above, and that the outside employer/agency knows I am an employee of the City of Las Vegas. I have read the Outside Employment Policy HR3.12.01 and recognize that violations of this policy may be cause for discipline up to and including termination of employment.

*Limited to an average of 24 hours per week.

Note: Refer to the ethical guidelines found in the Nevada Revised Statutes. No city equipment, resources or materials may be utilized in Outside Employment.

EMPLOYEE'S SIGNATURE DATE

REQUIRED AUTHORIZATIONS:

DEPARTMENT DIRECTOR or Designee DATE
DIRECTOR OF HUMAN RESOURCES or Designee DATE

NOTE: EMPLOYEES ARE REQUIRED TO SUBMIT A NEW FORM IF THE OUTSIDE EMPLOYMENT CHANGES.