VILLAGE OF PALMETTO BAY

OUTSIDE EMPLOYMENT REQUEST FORM & AFFIDAVIT

EMPLOYEE NAME: _____ EMPLOYEE NO.: _____ DATE: _____

TITLE: _____ DEPARTMENT: _____

PROPOSED OUTSIDE EMPLOYMENT INFORMATION

Company or Business Name: _____

Address: _____ City _____ Zip _____

Nature of Business: _____ Website: _____

Telephone Number: _____ Fax Number: _____

Supervisor's Name: _____ Supervisor's Phone No.: _____

Proposed Work Schedule: _____ Maximum No. of Hrs Per Week: _____

Responsibilities: _____

_____

AFFIDAVIT & ACKNOWLEDGMENT

I understand and agree that the proposed outside employment does not and will not:

- Interfere with the efficient performance of my duties with Palmetto Bay and will not occur during regular or assigned work hours, and that my primary duty, obligation and responsibility is to the Village of Palmetto Bay
- Be with any business, organization or agency that is subject to the regulation of, or is doing business with, the department or office employing me except as expressly permitted by Florida State law
- Require me to disclose or use information gained by my municipal position unless the information is available to the general public
- Be with another government entity unless approved by the Village Manager
- Involve any work which should be performed as part of my regular duties with the Village or be for personal gain while on duty with Palmetto Bay
- Be obtained through personal solicitation during my work hours with Palmetto Bay
- Use Palmetto Bay or the outside employer name, logo or trademark or any portion thereof, in order to solicit customers
- Cause a conflict of interest under Village Code, copies of which I have received, and Florida Statutes or reflect unfavorably to the Village

_____ *(initials) I hereby affirm that I will notify the Village of changes in my outside employment or when my outside employment has discontinued. I further affirm that I will notify my immediate supervisor of any injuries sustained during outside employment prior to the next working day. I understand that the Village shall have the right to rescind the approval of this request for outside employment, at any time, upon written notice. If I violate any of the above provisions, including Section 4.4 of the Village of Palmetto Bay Personnel Policies & Procedures regarding outside employment, I will be subject to disciplinary action including termination of employment.*

_____ *(initials) I have been made aware that I must complete this form on an annual basis and turn it into Human Resources on or before July 1st, I am also aware that, pursuant to Section 2-11 (k) (2) of the Miami-Dade County Code, I am responsible for filing a county Outside Employment Statement with the Village Clerk every July 1st.*

I DECLARE, UNDER PENALTY OF PERJURY, THAT THE ABOVE STATED INFORMATION IS TRUE AND CORRECT.

Employee Signature: _____ **Date**: _____

SUPERVISOR:	Witnessed & Approved ☐	Disapproved ☐	Signature: _____	Date: _____
DIRECTOR:	Reviewed & Approved ☐	Disapproved ☐	Signature: _____	Date: _____
HR DIRECTOR:	Reviewed & Approved ☐	Disapproved ☐	Signature: _____	Date: _____
VILLAGE MANAGER:	Approved ☐	Disapproved ☐	Signature: _____	Date: _____