



VILLAGE OF PALMETTO BAY
OUTSIDE EMPLOYMENT REQUEST FORM & AFFIDAVIT

Employee Name: _____ Date: _____

Title: _____ Department: _____

PROPOSED OUTSIDE EMPLOYMENT INFORMATION:

Name of Company or Business: _____

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: _____

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

- Interfere with the efficient performance of my duties with the Village and will not occur during regular or assigned work hours...
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...
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 the performance of any work which should be performed as of my regular duties with the Village or be for personal gain while on duty with the Village...
Be obtained through personal solicitation during my work hours with the Village...
Use the Village or the proposed outside employer name, logo or trademark or any portion thereof, in order to solicit customers...
Reflect unfavorably to the Village...
Cause a conflict of interest under Village Code, copies of which I have received, and Florida Statutes.

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. Completion of this form does not absolve me of the annual filing responsibility pursuant to Section 2-11 (k) (2) of the Miami-Dade County Code.

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

Signed: _____ Date: _____

Supervisor: Witnessed & Approved [] Disapproved [] Signature: _____ Date: _____

Director: Reviewed & Approved [] Disapproved [] Signature: _____ Date: _____

Village Manager: Approved [] Disapproved [] Signature: _____ Date: _____

REMARKS: _____

