



CITY OF HOUSTON AUTHORIZATION TO CONTRACT AND ENGAGE IN OUTSIDE EMPLOYMENT

Please indicate type of request: ☐ New ☐ Revision

CITY OF HOUSTON EMPLOYMENT

Employee _____ Employee No. _____
(Last) (First) (MI)

Current Job Classification: _____

Department _____ Division _____

Duties _____

OUTSIDE EMPLOYMENT (ANY INCOME PRODUCING ACTIVITY)

Employer _____ Address _____ Telephone _____

Duties _____

Days Mon Tue. Wed. Thur. Fri. Sat. Sun.

Beginning Hour(s) _____ Ending Hour(s) _____

Holidays ☐ YES ☐ NO

Rules Governing Outside Employment

The City of Houston is a City employee's primary employer. Prior to accepting or engaging in outside employment, approval must first be obtained from the Department Director. Employees cannot engage in any business or professional activity which may impair their impartial judgment in the discharge of City of Houston employee's duties.

EMPLOYEE AGREEMENT AND APPROVAL

I understand that the City of Houston does not wish to regulate my time outside working hours and that my job with the City is my primary occupational responsibility. My outside employment will in no way conflict or compete for my energy, mentally or physically, with my City employment nor will it create a conflict between the public trust held in my capacity as an employee with the City of Houston.

Signature of Employee

Date

Supervisor (if applicable)

Date

Division Manager (if applicable)

Date

Outside Employment as Stated Above

Approved ☐

Not Approved ☐

Director

Date

Reasons for NOT approving: _____