REQUEST FOR OUTSIDE EMPLOYMENT

Miami-Dade County Code § 2-11 (c) states that any full-time County and Municipal employee intending to have outside employment must **first submit a request** to the department director for his/her approval. In addition to obtaining the Department Director's approval, County and Municipal employees engaging in outside employment must **also file an "Outside Employment Statement" form** with the Elections Department by July 1st of each year, in accordance with Section 2-11.1 (k)(2) of the Miami-Dade County Code.

Employee's Name: _____

Department: _____

Name of Company/Organization for Proposed Outside Employment: _____

Job Title/Responsibilities for Proposed Outside Employment: _____

Location of Proposed Employment: _____

Work Schedule for Proposed Outside Employment: _____

Total Hours Per Week for Proposed Outside Employment: _____

Will your proposed outside employer release you if and when you are called for emergency service to the Town? _____ **Yes** _____ **No**

_____

Employee's Signature **Date**

Approval:

_____ ____ **Yes** ____ **No**

Immediate Supervisor's Signature **Date**

_____ ____ **Yes** ____ **No**

Department Head's Signature **Date**

_____ ____ **Yes** ____ **No**

Town Manager's Signature **Date**