



Town of Los Gatos

OUTSIDE EMPLOYMENT

What you need to know if you are considering outside employment:

- You should not engage in outside employment if it conflicts with your current duties.
- If you are wishing to engage in outside employment, you should inform your department's head and provide information regarding the nature of the activity you intend to perform.
- You must complete the Application To Engage In Outside Employment and submit it to your department's head for approval.
- The Department Director will determine if the outside employment request is compatible with Town policy.
- The permit for outside employment is approved for a limited period and must be renewed upon expiration. The approval may be revoked by the Department Director or Town Manager at any time a conflict of interest is determined.
- Violation of Town Policy is subject to disciplinary action up to and including termination.

When considering the request, the Department Director will deny any request for outside work if:

- The activity involves the use of private gain or advantage of Town time, facilities, equipment, or supplies.
- The employee is to accept any compensation from anyone other than the Town for performing an activity that would be performed during their employment with the Town.
- The outside work involves conditions which would directly or indirectly cause the employee to be less effective in their employment with the Town.
- The outside work poses a substantial risk of injury or illness to the employee.
- The outside work may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement by such employee or the department by which the employee is employed.



Town of Los Gatos
**APPLICATION TO ENGAGE IN
 OUTSIDE EMPLOYMENT**

For Fiscal Year: _____

New Request

Renewal

| | | |
|-------------|-------------|-------|
| Last Name: | First Name: | MI: |
| Department: | Job Title: | Tel.: |

Description of Outside Work

| | |
|---|--------------------------------|
| Type of Business: | List "Other" type of business: |
| Name of Business: | Address: |
| Job Title: | Tel.: |
| Period of Employment: From _____ To _____ | |
| No. of Hours Worked: ____ <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | |
| State why you believe this outside work does not interfere with your Los Gatos position: | |

| | |
|----------------------------------|-------|
| Employee Signature: _____ | Date: |
|----------------------------------|-------|

| | |
|---|-------|
| This request is <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended | |
| Reason for not recommended: | |
| Supervisor Signature: _____ | Date: |

| | |
|---|-------|
| This request is <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved | |
| Reason for not approved: | |
| Department Director Signature: _____ | Date: |

| | |
|---|-------|
| Reviewed by Human Resources: _____ | Date: |
|---|-------|

| | |
|--------------------------------------|-------|
| Town Manager Signature: _____ | Date: |
|--------------------------------------|-------|