

**CITY OF CHICO  
OUTSIDE EMPLOYMENT INFORMATION**

**SECTION I - EMPLOYEE INFORMATION**

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Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

**SECTION II - OUTSIDE EMPLOYMENT INFORMATION**

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**Instructions**

Read each of the statements below. After you read and understand them, check the appropriate statement and fill in the necessary information.

I am not employed by and do not work for any business or undertaking for which I am receiving pay or other remuneration, credit or benefits other than the City of Chico. I understand that if I do accept such employment with any business or undertaking while a City employee, I am required to submit a revised Outside Employment Information form immediately prior to commencement of such employment.

Other than with the City of Chico, I am currently employed as follows:

Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

Type of Business \_\_\_\_\_

Job title \_\_\_\_\_

Number of hours/week \_\_\_\_\_

I am self-employed doing the work described below: (Use additional sheets as necessary)

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION III - DEPARTMENT RECOMMENDATION (Required if outside employment listed)**

- I recommend approval of the outside employment as set forth in Section II above.
- I recommend approval of the outside employment as set forth in Section II above subject to the following conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- I recommend disapproval of the outside employment as set forth in Section II above for the following reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION IV - DETERMINATION**

- No action necessary - employee lists no outside employment.
- The outside employment set forth in Section II above is hereby approved.
- The outside employment set forth in Section II above is hereby approved subject to the following conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- The outside employment set forth in Section II above is hereby disapproved for the following reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Determination made by:  Director of Human Resources & Risk Management  
 City Manager  
 City Council (meeting of \_\_\_\_\_)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION V - EMPLOYEE ACCEPTANCE (If Required)**

I hereby accept the conditions of approval as set forth above in Section IV regarding my outside employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution: Original to P-EF; cc to employee, department, BEN.A.2