



**City of Roswell
Request for Permission for
Outside Employment
2020**

Name: _____ Date: _____

Department: _____

I hereby request permission to engage in outside employment, business activity or enterprise as set forth below.

Job/Business Name: _____

Job/Business Position: _____

I understand that approval of this request may only be granted under the appropriate provisions of the *Personnel Rules and Regulations* of the City of Roswell and that should be any conflict exists or develop, such approval will be denied or revoked at the discretion of the City Manager. I understand that this permission will only be effective during the year 2020.

Employee Signature

Department Head

No apparent conflict with the employee's request and his/her present duties or responsibilities. Therefore, I recommend this request be approved.

This request should be denied as it is in conflict with the best interests of the City and this department for the following reason(s):

Additional Comments/Restrictions: _____

Department Head's Signature

Date

City Manager or Designee

Request Approved Request Denied

City Manager or Designee

Date