



## MOONLIGHTING REQUEST

*Moonlighting:* Employment, consulting or volunteering in an activity outside of City employment, including regular or periodic involvement with a business or company in which the employee has a principal interest or a non-profit organization in which the employee is an officer, board member, etc.

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

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

Name of secondary employer/organization: \_\_\_\_\_

Job or activity participating in (please describe): \_\_\_\_\_

Date job/activity will begin: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date job/activity will end: \_\_\_\_/\_\_\_\_/\_\_\_\_

Personnel Rules and Regulations Sec. 2.26 Conditions of Employment (j) Moonlighting. Before employees may engage in moonlighting (*see* Definitions), employees must notify and obtain approval from their department head and the City Manager. Such outside employment or activities may not interfere with or adversely affect the employee's job performance with the City and shall not present or create a conflict of interest with the employee's position in the City.

By signing below, I acknowledge that I understand, agree with, and will comply with the City's Moonlighting policy. I also acknowledge and agree that I will not use City equipment or other City resources for my secondary job or activity.

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

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### DEPARTMENT SECTION

Approve      Disapprove

Comments (if any):

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

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### ADMINISTRATION SECTION

Approve      Disapprove

Comments (if any):

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date