

# OUTSIDE EMPLOYMENT REQUEST

“Other Employment” of the YVEDDI Human Resources Policies Manual explains the agency’s policy on Outside Employment. This policy must be followed by all employees.

Employee							
Program/Project							
Position Title							
Place of Outside Employment							
Work Schedule of Outside Employment	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.
	Time	Time	Time	Time	Time	Time	Time
Employee Signature							
Date							
Supervisor Signature							
Date							

The outside employment of the above employee has been reviewed and approved as outlined in the YVEDDI Human Resources Policies Manual.

Program Director							
Date							
Executive Director							
Date							

*Attach two (2) copies to the Personnel Action Record – one will be returned to the employee and the other copy will be attached to the Personnel Action Record for enclosure in the employee’s Personnel File.*

