

BAL HARBOUR

- V I L L A G E -

REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT

TO BE COMPLETED BY EMPLOYEE -

Outside Employment is defined as the providing of services, other than to Bal Harbour Village, for compensation, including but not limited to, being an employee, an independent contractor, an agent, or by self-employment. Bal Harbour Village employees may accept outside employment as long as the employment is not contrary, detrimental or adverse to the interests of the Village, and as long as no Village Time, equipment or material is used.

This form must be completed and approved prior to beginning any outside employment. Requests for approval of outside employment must be made on a yearly basis (even if for the same outside employment that had been previously approved).

Village employees engaging in outside employment must also file an "Outside Employment Statement" form with the Village Clerk by **July 1st of each year**, in accordance with section 2-11.1(k)(2) of the Miami-Dade County Code.

BAL HARBOUR VILLAGE EMPLOYEE INFORMATION:

EMPLOYEE NAME: (LAST NAME, FIRST NAME, MIDDLE NAME)	EMPLOYEE NUMBER:
JOB TITLE:	CELLULAR TELEPHONE NUMBER:
DEPARTMENT/DIVISION:	HOME TELEPHONE NUMBER:
SUPERVISOR'S NAME:	WORK TELEPHONE NUMBER:
NORMAL WORK DAYS AND TIMES:	

OUTSIDE EMPLOYMENT INFORMATION:

NAME OF BUSINESS, ORGANIZATION OR INDIVIDUAL HIRING BHV EMPLOYEE:
OUTSIDE EMPLOYER ADDRESS:
TELEPHONE NUMBER:
JOB TITLE THAT BHV EMPLOYEE WILL HOLD:
NAME OF OUTSIDE EMPLOYMENT SUPERVISOR:
NORMAL WORK DAYS AND TIMES:
DESCRIPTION OF DUTIES:

Please continue to the next page.....

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OUTSIDE EMPLOYMENT INFORMATION CONTINUED:

WHAT DUTIES MIGHT BE A CONFLICT OF INTEREST WITH YOUR BHV POSITION?
WILL YOUR PROPOSED OUTSIDE EMPLOYER RELEASE YOU IF AND WHEN YOU ARE CALLED FOR EMERGENCY SERVICE BY THE VILLAGE?

By signing below, I certify that all of the information given on this document is true, accurate, and complete to the best of my knowledge. I understand that all information is subject to investigation and that falsification, omission, or misrepresentation is sufficient cause for disciplinary action, up to and including termination. I also understand that I am responsible for informing my supervisor in writing if any information about my outside employment changes, especially if there arises any conflict of interest. Failure to do so may lead to disciplinary action, including termination of employment at Bal Harbour Village. This request for approval of outside employment will be made on a yearly basis.

EMPLOYEE NAME: _____

SIGNATURE: _____ **DATE:** _____

SECTION BELOW TO BE COMPLETED BY EMPLOYEE'S SUPERVISOR, DEPARTMENT DIRECTOR, AND VILLAGE MANAGER:

NAME OF SUPERVISOR:	PLEASE CIRCLE ONE: APPROVED / DISAPPROVED	SIGNATURE AND DATE:
NAME OF DEPARTMENT DIRECTOR:	PLEASE CIRCLE ONE: APPROVED / DISAPPROVED	SIGNATURE AND DATE:
VILLAGE MANAGER:	PLEASE CIRCLE ONE: APPROVED / DISAPPROVED	SIGNATURE AND DATE:

IF YOU HAVE ANY QUESTIONS REGARDING OUTSIDE EMPLOYMENT, PLEASE CONTACT HUMAN RESOURCES DEPARTMENT AT EXTENSION 312.