

**CENTRAL TEXAS WORKFORCE CENTERS
CTCOG OUTSIDE EMPLOYMENT REQUEST**

CTCOG Personnel Policies, May 2007, Paragraph 3.04: "CTCOG Employees may not engage in any outside employment, activity, or enterprise determined by the Executive Director (1) to be inconsistent or incompatible with employment with the CTCOG; or (2) to affect the employee's job performance adversely. An employee must have the advance approval of his or her supervisor and the Executive Director to engage in any outside employment, including self-employment".

In accordance with the aforementioned policy, the person named hereunder requests consideration of outside employment that will be in addition to CTCOG employment.

Name of Employee:

Name of Outside Employer:

Is this Self-employment (check one)? Yes ☐ No ☐

Days/hours of Employment:

Location of Outside Employment:

Occupation and Description of Duties:

Will this employment involve working directly with or for elected or appointed government officials, or governments of cities, counties, or other government entities within the seven-county area of the Central Texas Council of Governments (check one)? Yes ☐ No ☐ If yes, please explain:

Center Administrator Recommendation (check box and sign): Approve ☐ Disapprove ☐

Comments:

(Signature)

(Date)

Centers Director Recommendation (check box and sign): Approve ☐ Disapprove ☐

Comments:

(Signature)

(Date)

Executive Director, CTCOG (check box and sign): Approved ☐ Disapproved ☐

(Signature)

(Date)