



P.O. Box 38, 537 Main Street, Seward, Nebraska 68434. Phone: 402-643-2928. Fax: 402-643-6491. www.CityofSewardNE.gov

OUTSIDE EMPLOYMENT FORM

City Personnel Manual - 1.6 Outside Employment

Employees of the City of Seward may take occasional or part-time jobs if there is no conflict with normal working hours; the employee's efficiency in his work is not hampered; or conflicts with the interest of the City do not arise. The employee shall advise his Department Head of the nature of the outside employment, hours involved, and any other appropriate information prior to acceptance of the outside employment. The Department Head shall then recommend to the City Administrator or appropriate authority whether the outside employment should be approved. Outside employment by City employees shall not be authorized unless first approved by the City Administrator or appropriate authority. In any situation wherein extra duty will be necessary in an employee's normal City work, such extra duty shall be in preference to his outside employment.

Employee Name (print): _____

City employment status (circle one): Full-Time Part-Time Seasonal

List Outside employment name, hours weekly, and address: *If None, Circle **HERE***

I have read and agree to the City of Seward's policy regarding outside employment as outlined above and have disclosed any current outside employment.

Signature: _____ **Date:** _____

Authorized Approval

To be signed ONLY if employee has disclosed outside employment:

Department Head: _____ **Date:** _____

City Administrator: _____ **Date:** _____