



CITY OF SPRINGFIELD SECONDARY EMPLOYMENT

Pursuant to § 36.06. - External employment:

Any person employed by the City may undertake employment outside of and in addition to City employment providing the employee shall notify the appointing authority of the employer's name and nature of employment and provided that such external employment shall in no way present a conflict of interest or in any way compromise the employee's performance of service.

EMPLOYEE INFORMATION		
Name		
Department		
SECONDARY EMPLOYMENT INFORMATION		
Secondary Employer Name	Secondary Employer Phone ()	
Secondary Employer Address		
City	State	Zip
Secondary Job Title	Date Employment Began	
Description of Duties		
Work Hours and Days		
Signature X	Date	
ACKNOWLEDGEMENT		
Supervisor or Department Director Signature X	Date	
Human Resources Signature X	Date	