



# OFF-DUTY EMPLOYMENT PERMIT

(Reference Personnel Rule 2.8.E)

In accordance with the City of Sarasota Personnel Rules and Regulations, the undersigned hereby requests permission to accept additional employment with the company or business activity as described below. (Note: No law enforcement duties to be performed.)

**Please Print:**

1. Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

2. Name of Company/Business & Address: \_\_\_\_\_  
\_\_\_\_\_

3. Description of Duties: \_\_\_\_\_  
\_\_\_\_\_

4. Effective Date of Employment: \_\_\_\_\_

5. Number of Hours Per Week: \_\_\_\_\_ Work Days Per Week: \_\_\_\_\_

Such additional employment does not interfere with my regular City responsibilities and duties, and it is understood that, once approved, this permit is valid for up to one year and expires on September 30 of the current fiscal year. Upon approval/disapproval, this form shall be filed in the Department of Human Resources.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date of Request

**Chain of Command Approval or Disapproval (Circle One):**

**Approved/Disapproved:**

**Approved/Disapproved:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Approved/Disapproved:**

**Approved/Disapproved:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Approved/Disapproved:**

**Approved/Disapproved:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Approved/Disapproved:** \_\_\_\_\_  
City Manager or City Auditor and Clerk Date  
for their respective employees