

## OUTSIDE EMPLOYMENT FORM

Employees of the State of South Dakota may engage in outside employment, subject to all of the following conditions as determined by the employee's agency.

1. The outside employment shall not interfere with the work hours or efficient performance of the employee's state position.
2. The outside employment shall not conflict with the interests of the agency or the State of South Dakota, and
3. The outside employment shall not be the type that would give rise to criticism or suspicion of conflicting interests or duties.

Employee's Name \_\_\_\_\_

Agency \_\_\_\_\_ Employee # \_\_\_\_\_

***I hereby request approval for the following outside employment:***

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Job Title \_\_\_\_\_

Description of Work:

\_\_\_\_\_

Working Hours: \_\_\_\_\_ Number of hours per week: \_\_\_\_\_

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

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Supervisor

Recommendations

\_\_\_\_\_

Approval \_\_\_\_\_ Disapproval \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature Date

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Approval \_\_\_\_\_ Disapproval \_\_\_\_\_ Conditions of outside employment:

\_\_\_\_\_

\_\_\_\_\_  
Division Director Date

*Forward to Human Resource Manager for placement in the Employee Personnel File.*