

## CITY OF SHOW LOW SECONDARY EMPLOYMENT FORM

**Conditions for Secondary Employment:**

- Secondary job does not interfere with efficient job performance.
  - It does not in any way conflict with the interests of the City of Show Low.
  - It is not a type of employment which would reasonably give rise to criticism or suspicion of conflicting interests or duties.
  - It does not exceed twenty-four (24) hours of employment in any given calendar week.
  - Secondary employment is not allowed in any eight (8) hour period immediately prior to a regular work shift for the City.
  - Secondary employment must be approved by the Department Director and the City Manager, Deputy City Manager, or designee.
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Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Proposed Outside Work Type:

\_\_\_\_\_

Employer:

\_\_\_\_\_

Location:

\_\_\_\_\_

Work Schedule (Days Worked):

\_\_\_\_\_

Time Worked: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Comments:

\_\_\_\_\_

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**Department Director**

Approval

Disapproval

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Restrictions/Reason:

\_\_\_\_\_

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**City Manager**

Approval

Disapproval

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Restrictions/Reason:

\_\_\_\_\_