



**CITY OF HIGHLAND PARK
DETERMINATION OF OUTSIDE EMPLOYMENT**

YEAR _____

- 1) Date: _____
- 2) Employee Name: _____
- 3) Department: _____
- 4) Name of Outside Employer: _____
 Address: _____

 Telephone: _____
- 5) Type of Work: _____
- 6) Maximum Number of Hours Worked/Week _____
- 7) Will any work be done inside Highland Park? _____

DETERMINATION

A determination has been made that the outside employment as noted above does not appear to interfere with your position with the City of Highland Park, will not be performed during your workday (including lunch and break periods), and does not appear to create any real or perceived conflict of interest with the City organization. This determination may be revoked if, at any time, the City Manager determines that the employment interferes with your job duties or creates an actual or perceived conflict of interest.

Additional Comments: _____

Department Head: _____ Date: _____

Human Resources Manager: _____ Date: _____

City Manager: _____ Date: _____

Determination is effective through the calendar year shown at the top of the form.

- c: Department Head
- Personnel File
- CMO Second Jobs File

*Revised 11/27/2017
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