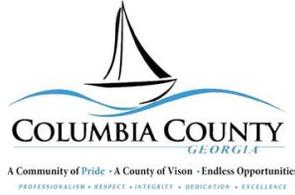


**COLUMBIA COUNTY  
BOARD OF COMMISSIONERS**



**Request for Approval of Outside Employment**

*In accordance with Columbia County, Georgia Comprehensive Policy Manual, July 2009, Policy 208.1, **Outside Employment**, the following employee is submitting a request to perform outside employment.*

**Requested By:**

**Department:**

**Prospective Employer:**

**Job Title:**

**Hours of Work/Days:**

I, \_\_\_\_\_, have read and understand the **Outside Employment Policy** as written in the Columbia County Comprehensive Policy Manual, July 2009, Policy 208.1.

I understand I will be required to submit a new Request for Outside Employment approval form annually, or if there are any changes in my Outside Employment hours of work/days or a change of Outside Employment employer. I understand that if my Outside Employment is approved and causes a conflict with my Columbia County Employment, I will discontinue the Outside Employment or resign my position from Columbia County. I understand that my Division Director may withdraw or disapprove a previously approved Outside Employment request at any time. I understand that no request is considered approved until the Division Director signs the form.

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

Approve       Disapprove

\_\_\_\_\_  
Department Manager Date

Approve       Disapprove

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

Approve       Disapprove

\_\_\_\_\_  
Human Resources Manager Date

C:      Employee Personnel File