



Name of Employee _____

**Water Employee Services Authority
Request for Approval of Outside Employment
Consulting Work and/or Business Activity**

This form has been established in accordance with the provision of Personnel Policy No. 2005 Conflict of Interest that procedures, policies and records shall be established and maintained to verify compliance with the policy.

You are required to report one of the following (check one):

- No outside activity to report (sign form on Page 3)
- Previously reported activity ceased effective: _____
- New/revised activity (please completed all sections, then sign form on Page 3)

1. If you are requesting approval for outside employment only, complete this box and sign form on Page 3.

- Occasional Average less than 5 hours/week
- Average less than 20 hours/week Average more than 20 hours/week

Name of Business _____

State the nature of your work: _____

2. If you are requesting approval for consulting work and/or a business activity, complete boxes 2-8 and sign form on Page 3.

Nature of Your Business activity*: _____

- Ownership Interest Consultant Contractor

- Other _____ (specify)

(include family business whether or not you are receiving compensation)

3. Name of Business: _____

4. Business Address: _____

5. State your contribution to the business, products, work or services provided: _____

6. Estimated Number of Hours per week in activities reported in items 2-5 of this form: _____

7. I will retain other WESA employees and/or contractors doing business with WESA:

YES

NO

8. Identify and explain the circumstances where you will retain WESA employees and/or contractors:

(If additional space is needed, please attach additional pages)

*If more than one, provide information on attachment

I understand that this is a new form to WESA and, as such, I am completing this form to report any current or anticipated outside employment, consulting work and/or business activity. I understand that in the future, it will be my responsibility to obtain this form from the General Manager's office as circumstances change to request approval from the General Manager to participate in outside employment, consulting work and/or business activity prior to beginning any such activity.

I understand that under WESA Personnel Policy No. 2005 – Conflict of Interest, I may not provide services and/or goods to WESA through my outside employment, activity or business or through hiring contractors.

I understand that I will be subject to disciplinary action, up to and including termination, if:

1. I engage in any outside employment without receiving prior to written approval from the General Manager
2. I make any misrepresentations on this request, or
3. I fail to otherwise comply with WESA Personnel Policy No. 45 – Conflict of Interest.

I declare under penalty of perjury that all the information which I have provided on this form and in any attachments is true and correct.

Employees Signature: _____

Date: _____

Supervisor's Acknowledgement: _____ Date: _____

The described activity is:

- Approved More Information Required Not Approved

Comments: _____

General Manager Signature _____

Date _____