



# Menlo Park Fire Protection District

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## Outside Employment Form

This form is to be submitted to Human resources for approval of outside employment whether paid or unpaid. Probationary members are not eligible for outside employment during their first 6 months of employment.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department/Division: \_\_\_\_\_

I am self employed doing \_\_\_\_\_  
\_\_\_\_\_

I am engaged in outside employment with \_\_\_\_\_, as a  
\_\_\_\_\_ and the employer's  
proof of workers' compensation and/or general liability insurance is attached.

### Frequency of work

I work approximately \_\_\_\_\_ hours per \_\_\_\_\_ doing this job.

- This is seasonal employment, generally during the month(s) of \_\_\_\_\_
- This is temporary, part-time employment until approximately \_\_\_\_\_
- This is part-time employment on a year-round, ongoing basis \_\_\_\_\_  
\_\_\_\_\_

**Initial** next to each of the following statements acknowledging your understanding of each of the terms:

- This employment, activity or enterprise for compensation is not consistent, incompatible or in conflict with my duties as an employee of the Fire District.
- This employment does not involve my use of District time, facilities, equipment or supplies, or the use of the District badge, uniform, prestige or influence for private gain or advantage.
- This employment does not involve my receipt or acceptance of any money or other consideration from anyone other than this District for the performance of an act which, if not performing such act, would be required or expected to render in the regular course of employment or as a part of my duties as a member of this district.

- This employment does not involve the performance of an act in other than my capacity as a member of this District that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other member of this District.
- This employment does not involve time demands that would render performance of the my duties for the District less efficient. This employment does not involve time demands that would affect my regular work shift or ability to respond to emergencies or mandated overtime.
- This employment does not involve employment with an individual or organization that does business with the District.
- This employment would not otherwise compromise the ability of the District to conduct its business in an efficient manner.
- This employment would not give the appearance of impropriety or otherwise appear inconsistent, incompatible or in conflict with my employment with the District.
- I understand I must seek the Fire Chief’s approval to work outside employment while on sick or injury leave.
- I understand The District will in no way be responsible for workers compensation payments or benefits for an illness or injury sustained in the course of outside employment.

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Employee Signature Date

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Supervisor Signature Date

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Fire Chief Signature Date

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Human Resources Signature Date