



## Notification of Outside Employment

As provided by the State of Nebraska Personnel Rules and Regulations, Chapter 17, 007 – Other Employment, "An employee, with prior approval of the Agency Head, may engage in additional employment or acquire private interest in a business, provided such employment or interest does not interfere with the interest of the state, the agency or state statutes.

Outside employment notifications shall only be questioned if there is a verifiable conflict of interest with the State, Administrative Services, or State Statutes.

- I do not hold such employment
- I am notifying the Agency of my outside employment described below

Name of Employer or Firm:

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Nature of the above business:

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Type of Work Performed:

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Approximate Hours Worked Per Week: \_\_\_\_\_

***The above employment will not interfere with my employment with Administrative Services nor will it conflict with the interests of the State or with Administrative Services.***

_____ Signature of Employee	_____ Employee ID#	_____ Date
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The employee's immediate supervisor/manager shall indicate notification by signature. **The original completed form will be forwarded to the Administrative Services Human Resource Office to be filed in the employee's personnel file.**

_____ Signature of Supervisor/Manager	_____ Date
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_____ Signature of Division Head	_____ Date
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