

**DIVISION OF ADMINISTRATION**

**EMPLOYEE ACKNOWLEDGEMENT OF OUTSIDE EMPLOYMENT POLICY**

\_\_\_\_\_  
(Section)

\_\_\_\_\_  
(Section Head Name)

My signature hereon acknowledges that:

1. I have received a copy or have internet access to the DOA's *Outside Employment Policy*;
2. I have read the policy or have had someone read this policy to me;
3. I understand the content of this policy; and
4. I agree to comply with the terms and conditions of this policy.

I further acknowledge that compliance with this policy is a condition of my employment and continued employment.

\* \* \* \* \*

Employee's Name (Printed)	Employee's Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**NOTE:** If you are planning to engage in or already engaged in outside employment activities, please complete an *Outside Employment Disclosure Statement* form and submit it to your immediate supervisor.

**EMPLOYEE ACKNOWLEDGEMENT OF OUTSIDE EMPLOYMENT POLICY**

[illegible]

**NOTE:** If you are planning to engage in or already engaged in outside employment activities, please complete an ***Outside Employment Disclosure Statement*** form and submit it to your immediate supervisor.

**EMPLOYEE ACKNOWLEDGEMENT OF OUTSIDE EMPLOYMENT POLICY**

[illegible]

**NOTE:** If you are planning to engage in or already engaged in outside employment activities, please complete an *Outside Employment Disclosure Statement* form and submit it to your immediate supervisor.