

Request/Approval of Outside Employment

In accordance with INCA Community Personnel Policies, I am requesting approval to work for _____ in addition to my employment with INCA.

I understand that by taking this outside employment it **can not**:

- a) Interfere with the efficient performance of my duties for INCA Community Services, including my availability for regular or assigned meetings which take place outside the regular work schedule.
- b) Involve a conflict of interest or conflict with my duties with INCA Community Services, Inc.
- c) Occur during my regular or assigned working hours unless I take annual leave or leave without pay.

Signature of Employee

Date

Approved by:

Supervisor

Date

Approved by:

Program Director

Date

Approved by:

Executive Director

Date