



## REPORT OF OUTSIDE EMPLOYMENT

**CBJ Personnel Rule 16 Standards of Conduct – 16 PR 030. Other Employment.**

An employee may not engage in or accept other employment or service for compensation unless the employee has notified the department director and the City Attorney in writing of the nature and extent of that outside activity. The department director and/or the city attorney will respond back to the employee if there may be a conflict of interest, or incompatibility with CBJ employment.  
(Res. No. 2223, 2003; 2370, 2006)

**CBJ Conflict of Interest, Ordinance 01.45.060 – Outside employment restricted.**

(a) A public employee may not render services to benefit a personal or financial interest or engage in or accept employment outside the agency which

the employee serves if the outside employment or service is incompatible with the proper discharge of official duties.

(b) A public employee rendering services for compensation or engaging in employment outside the employee's agency shall report prior to commencing such services or employment and by July 1 of each year thereafter the outside services or employment to the City and Borough attorney who shall maintain the report in a public file. The employee shall also report a change in the employee's outside service or employment activity to the City and Borough attorney when it occurs.

(c) Violation of subsection (a) of this section is a Class B misdemeanor. A violation of subsection (b) of this section is an infraction.  
(Serial No. 91-04, § 2, 1991)

**IT IS THE EMPLOYEE'S RESPONSIBILITY TO COMPLETE AND SUBMIT THIS FORM TO THE CBJ LAW DEPARTMENT PER CBJC 01.45.060.**

<b>NAME OF EMPLOYEE</b>	
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CBJ EMPLOYMENT	
CBJ Job Title	
Department	<div style="text-align: right;"><i>Check box if Bartlett Regional Hospital:</i> <input type="checkbox"/></div>
Brief Description of Duties	

OUTSIDE EMPLOYMENT	
Job Title	
Name of Business	
Brief Description of Duties	

DESCRIBE POSSIBLE CONFLICTS

BUSINESS OWNERS
<p>If Employee has a personal business (including Airbnb, Turo, Uber, etc.), Employee attests to the following (check below):</p> <p><input type="checkbox"/> Employee's business is Current on all required registrations.</p> <p><input type="checkbox"/> Employee's business is Current on all required taxes.</p>

<b>EMPLOYEE SIGNATURE</b>	
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<b>DATE</b>	
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**NEXT, SEND THIS FORM TO DEPARTMENT DIRECTOR FOR SIGNATURE:**

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #fff9c4;">DIRECTOR COMMENTS</th> </tr> <tr> <td style="background-color: #fff9c4; height: 40px;"></td> </tr> </table>	DIRECTOR COMMENTS		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; background-color: #fff9c4;"><b>DIRECTOR SIGNATURE</b></td> <td style="background-color: #fff9c4;"></td> </tr> <tr> <td style="background-color: #fff9c4;"><b>PRINT NAME</b></td> <td style="background-color: #fff9c4;"></td> </tr> <tr> <td style="background-color: #fff9c4;"><b>DATE</b></td> <td style="background-color: #fff9c4;"></td> </tr> </table>	<b>DIRECTOR SIGNATURE</b>		<b>PRINT NAME</b>		<b>DATE</b>	
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**THEN SEND TO LAW DEPARTMENT:**

FOR LAW USE ONLY							
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