



**DENVER**  
THE MILE HIGH CITY

**CITY AND COUNTY OF DENVER REPORT OF OUTSIDE EMPLOYMENT  
OR BUSINESS ACTIVITY AND REQUEST FOR APPROVAL**

To: \_\_\_\_\_  
(Appointing Authority)  
and \_\_\_\_\_  
(Supervisor)

From: \_\_\_\_\_  
(Employee)

Date: \_\_\_\_\_

I have read and understand the provisions of Sections 2-61(g) and 2-63 of the Denver Code of Ethics (text provided on back of form):

1. I hereby request permission to (please check one):

- engage in new outside employment or business activity
- change the nature or terms of my existing outside employment or business activity
- continue my previously-approved outside employment or business activity under the same terms and conditions as last year (if so, describe briefly in #2 below.)

2. Description of the outside employment or business activity I wish to engage in:

Type of employment or business \_\_\_\_\_

Title or position \_\_\_\_\_

Description of my duties (or change in my duties, if applicable)

\_\_\_\_\_  
\_\_\_\_\_

Outside employment supervisor's name and number: \_\_\_\_\_

Number of hours per week I expect to work: \_\_\_\_\_

Expected schedule: \_\_\_ Mon \_\_\_ Tues \_\_\_ Wed \_\_\_ Thur \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun

3. Description of any actual or potential conflict of interest between my responsibilities for the City and my proposed outside employment or business activity (if none, please write "none"):

\_\_\_\_\_  
\_\_\_\_\_

Employee's signature: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Approved: \_\_\_ Disapproved: \_\_\_  
(appointing authority or supervisor)

Date of Review: \_\_\_\_\_ [NOTE: Report must be renewed annually]

Comments or conditions: \_\_\_\_\_

**PORTIONS OF CITY AND COUNTY OF DENVER CODE OF ETHICS (with amendments through July 30, 2007)**

**--Provisions relating to outside employment--**

**Sec. 2-61. Conflict of Interest**

2-61(g) No officer, employee or official may have any other employment or position which is incompatible with his or her duties or that adversely affect the interests of the City.

**Sec. 2-63. Contemporaneous or outside employment.**

(a) All officers other than elective officers and all employees shall report existing or proposed outside employment (excluding unpaid volunteer activity) or other outside business activity annually in writing to their appointing authorities and obtain his or her appointing authority's approval thereof prior to accepting initial employment or outside business activity. All officials shall immediately report any change in employment status to their appointing authorities which could give rise to a conflict of interest.

(b) If the appointing authority or the officer, official or employee believes that there is a potential conflict of interest between the person's public responsibility and his or her possible outside employment or outside business activity, he, she or they are encouraged to consult the board of ethics.

(c) An officer or employee who has received the written permission of the appointing authority may engage in outside employment or other outside business activity.

(d) Copies of documents arising from this section shall be placed in each officer's or employee's departmental personnel file.