

**OCA OUTSIDE EMPLOYMENT STATEMENT
(HEADQUARTERS EMPLOYEES)**

Employee Name: _____

I request approval to engage in outside employment. I have discussed the details of the employment with my division director, and affirm that I will not allow the outside employment to conflict with my agency duties or with the best interests of OCA or the State. The nature of the outside employment is as follows:

Employee Signature

Date

I recommend that the administrative director [] approve [] disapprove the request. Comments:

Signature of **Division Director**

Date

Printed Name of **Division Director**

I [] approve [] disapprove the request. Comments:

Signature of **Administrative Director**

Date