

**Form 202: OUTSIDE EMPLOYMENT**

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

Title: \_\_\_\_\_

I hereby request approval to engage in outside employment as described below:

Nature of employment: \_\_\_\_\_

\_\_\_\_\_

Time required for employment: \_\_\_\_\_

I understand that Ohio Network for Innovation policy #202 forbids me from engaging in any form of outside employment or business opportunity, for myself or another employer, which would conflict or interfere with my job especially while on company time. Additionally, I understand that using company equipment or materials for outside employment is strictly prohibited. I understand that to engage in outside employment, I must receive approval from my supervisor and MEORC (per management contract) in advance of performing such outside employment, and that the approval may be withdrawn at any time. I understand that failure to comply with the policy could result in disciplinary action up to and including termination of employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**SUPERVISOR ACTION**

Request Approved

Request Denied

Comments or Special Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

*Forward completed form to the Human Resource Department at MEORC.*