

**State of New York  
Supreme Court, Appellate Division  
Third Judicial Department  
Outside/Dual Employment Approval Form**

Please answer the questions below and transmit to your supervisor. Attach additional pages if necessary.

(Please note: This process is for NON-SECURITY employment only. Peace officers who wish to engage in off-duty security employment must seek approval through the Chief of Security and Department of Public Safety.)

***All outside employment, paid and unpaid, must be approved before it is commenced.***

<b>Name:</b>	<b>Title:</b>
<b>Department/Office:</b>	<b>Location:</b>
<b>Approximate number of hours of outside work per week:</b>	<b>When will outside work typically take place?</b>
<b>Place of requested outside employment:</b>	
<b>Nature of outside employment:</b>	

Is the outside employment with another state agency or department, branch of government, or political subdivision (such as a municipality or other public entity)?  Yes  No

- I understand that outside employment must not take place during work hours, and that my outside employment must not create a conflict of interest or interfere with the performance of my official duties.
- If the nature of my outside employment changes, I will alert my supervisor and repeat the approval process.
- If, at any point, my outside employment would require a commitment of time during my regular Third Department work hours, I will request to use my accruals through the usual leave request process.
- I understand that this approval may be rescinded if a conflict of interest, performance issue, or other concern arises.
- I am familiar with the Rules of the Chief Judge Governing Conduct of Nonjudicial Court Employees, particularly Sections 50.1 (III) (A) and 50.3.

**Employee Signature:**

**Date:**

***Supervisory Approval***

**Supervisor/Department Head**

I have discussed this request for outside employment and any restrictions and:

Recommend approval     Recommend denial

Notes/restrictions (please attach additional pages if necessary):

Sign: \_\_\_\_\_ Date: \_\_\_\_\_ Print: \_\_\_\_\_

**Deputy Clerk (if applicable):**  Recommend approval     Recommend denial

Sign: \_\_\_\_\_ Date: \_\_\_\_\_ Print: \_\_\_\_\_

**Clerk of the Court:**  Recommend approval     Recommend denial

Sign: \_\_\_\_\_ Date: \_\_\_\_\_ Print: Robert D. Mayberger

**Presiding Justice:**  Approve     Deny

Sign: \_\_\_\_\_ Date: \_\_\_\_\_ Print: Presiding Justice Elizabeth A. Garry