LOS ANGELES UNIFIED SCHOOL DISTRICT

**APPEAL OF DENIAL REQUEST FOR**

**OUTSIDE EMPLOYMENT, ACTIVITY OR ENTERPRISE**

1. Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Number: \_\_\_\_\_\_\_\_\_\_\_

2. Division/School/Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. I am appealing the denial of my Request for Approval for Outside Employment, Activity or Enterprise (*attach copy of request*). Please explain the basis for your appeal below (*attach additional pages if necessary*):

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I hereby appeal the denial of my request. I certify that I have fully disclosed the details of my proposed outside employment, activity, or enterprise which may be inconsistent, incompatible, in conflict with, or inimical to my duties or the duties, functions, or responsibilities of LAUSD. I understand and will comply with LAUSD’s Outside District Employment or Activities Policy Bulletin. By signing below, I further agree that no District work-time, funds, materials, resources, supplies or equipment will be used for any outside employment, activity or enterprise. I also acknowledge that any violation of this policy may subject me to discipline up to and including dismissal from employment at LAUSD. I will notify my supervisor/site administrator in writing of any changes in my situation as they occur.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Employee Signature Date

Appeal is: □ Granted □ Denied

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Local District Superintendent/Division Head Date

 (*or designee*)

**Request is: □ Approved □ Denied**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**General Counsel Date**