

## LOS ANGELES UNIFIED SCHOOL DISTRICT

**REQUEST FOR APPROVAL FOR  
OUTSIDE EMPLOYMENT, ACTIVITY OR ENTERPRISE**

1. Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_
2. Division/School/Office: \_\_\_\_\_
3. Name of Entity/person receiving outside services: \_\_\_\_\_
4. Describe Outside Employment to be performed: \_\_\_\_\_
5. Address: \_\_\_\_\_
6. Start date: \_\_\_\_\_ End date: \_\_\_\_\_
7. What days/times do you expect to perform outside work? \_\_\_\_\_

Does the outside employment, activity or enterprise:

1. Involve time demands that would render performance of your duties as a District employee less efficient? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Entail compensation or other consideration from anyone other than the District for activities which are part of your regular duties or otherwise you are expected to perform in the regular course or hours of your District employment? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Involve using the District's name, prestige, time, facilities, equipment, supplies, influence of your office or employment for private gain or advantage? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Involve the performance of an act which may later be subject directly or indirectly to the control, inspection, review, audit, approval or enforcement of another District employee or Board member? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Contain other elements that are inconsistent, incompatible, in conflict with, or inimical to your District duties? If so, please explain. \_\_\_\_\_.

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

Request is: ☐ Approved ☐ Denied

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

Site Administrator/Supervisor

\_\_\_\_\_  
Date

## 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  
(or designee)

\_\_\_\_\_  
Date