



**REQUEST FOR PERMISSION TO  
WORK, CONSULT OR CONDUCT  
BUSINESS FOR FINANCIAL COMPENSATION**

The **City of South Bend Ethics Code** requires that every civilian full-time City appointee, employee, or official who is considering entering into an agreement to work or consult, in addition to his or her City duties, for financial compensation will seek approval from Corporation Counsel prior to entering into a financial agreement. Executive Order 1-2014.

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The following information is required to make this determination, and Employee may be required to furnish additional information upon request:

1. Name of Employee: \_\_\_\_\_
2. Employee's Department or Division: \_\_\_\_\_
3. Employee's current salary or rate of pay at City: \_\_\_\_\_
4. Employee's job title and general job duties within City: \_\_\_\_\_  
\_\_\_\_\_
5. Name of potential outside Employer, Client, or Customer and Address: \_\_\_\_\_  
\_\_\_\_\_
6. Type of work Employee will perform or is expected to perform: \_\_\_\_\_  
\_\_\_\_\_
7. Employee's job schedule within City: \_\_\_\_\_
8. Days, times and hours when Employee expects to perform outside employment: \_\_\_\_\_  
\_\_\_\_\_
9. Does Employee have or expect to have employment or consulting contract with outside Employer, Client, or Customer?

\_\_\_\_\_ Yes      \_\_\_\_\_ No      If so, attach copy, please.

10. Compensation to be received from outside Employer, Client, or Customer:

\$ \_\_\_\_\_ / hour or

\_\_\_\_\_ (other method of compensation)

11. Will any information acquired by virtue of your work with the City be used in any way in your work with the outside Employer, Client, or Customer? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I certify that the above information is true, complete and accurate.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Received:

\_\_\_\_\_  
Corporation Counsel or Designee

\_\_\_\_\_  
Date