



NEW MEXICO JUDICIAL BRANCH

OUTSIDE EMPLOYMENT APPROVAL FORM

Reference NMJBPR Part 1, Section 11.02
NMJBPR Part 2, Section 22.02

Inquiries: AOC HR (505) 827-4937 or 827-4810
Dev.: 7/31/06, Rev.: 9/26/07, 10/6/11

Before an employee may engage in outside employment (including self-employment), compensated or non-compensated, the at-will employee or employee shall complete an Outside Employment Approval Form, and have such outside employment pre-approved by the Administrative Authority.

Employee Name: Telephone #:

Name of Court: Date of Request:

Name of outside employer:

Hours normally worked at the court:

Hours in which I anticipate being scheduled for outside employment: (Example, Sat, 10-4):

Duties I will be performing in outside employment: (Additional sheets may be attached, if necessary.)

Employee Signature:

Supervisor Recommendation: Yes No

Supervisor Signature: Date:

Supervisor Comments:

Administrative Authority Receipt

As Administrative Authority, I have evaluated this request for outside employment.

Yes, I approve this request. No, I disapprove this request.

Comments:

(It is recommended that the Administrative Authority provide the reason for disapproval in writing to the employee.)

Administrative Authority Signature

Date

cc: Employee Personnel File