

# Texas Department of Criminal Justice Request For Outside Employment

(Please type or print the requested information)

TDCJ EMPLOYEE INFORMATION	
Name: _____ <small style="display: flex; justify-content: space-between; width: 100%;">Last                                  First                                  MI</small>	Month/Day of Birth: _____ <small style="text-align: center;">(MM/DD)</small>
TDCJ Job Title: _____	Salary Group/Rate: _____
TDCJ Regular Work Days and Hours: _____	Unit/Department: _____
OUTSIDE EMPLOYMENT INFORMATION	
<input type="checkbox"/> Check here if self-employed, and indicate the name and type of the business, such as Avon, Mary Kay, Amway, webpage designer, real estate broker: _____	
Position Applied For: _____	Work Days and Hours: _____
Proposed Starting Date: _____	Estimated Work Hours Monthly: _____
Employer or Company Name: _____	Company Address: _____
Supervisor's or Company Contact's Name: _____	
Supervisor's or Contact's Title: _____	Supervisor's or Contact's Business Phone: _____
Supervisor's or Contact's Business Address: _____	
CERTIFICATION	
Outside employment shall not begin until approved in accordance with PD-80, "Outside Employment." My primary employer is the Texas Department of Criminal Justice (TDCJ) and my outside employment shall not interfere with the performance of my duties at the TDCJ. If this request is approved and my current TDCJ or outside employment changes, this approval is no longer valid and a new request shall be submitted as required.	
Employee Signature _____	Date (MM/DD/YYYY) _____
<b>Note to Employee: With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, incorrect information the TDCJ has collected about you be corrected.</b>	
<b>Salary Groups A20/B22 and Below:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved    Comments: (Written explanation required if request is disapproved.)	
Warden or Department Head Signature _____	Date (MM/DD/YYYY) _____
<b>Salary Groups B23 Through Exempt Positions, as Listed in the General Appropriations Act, Excluding Executive Director:</b>	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved    Comments: Written explanation required if request is disapproved.	
Executive Director, Deputy Executive Director, or Appropriate Division Director Signature _____	Date (MM/DD/YYYY) _____
<b>Office of the Inspector General (OIG) Employees:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Comments: Written explanation required if request is disapproved.	
Inspector General _____	Date (MM/DD/YYYY) _____

## INSTRUCTIONS

### A. SALARY GROUPS A20/B22 AND BELOW:

Requesting Employee:

Submit request to warden or department head for approval.

Warden or Department Head:

Upon approval or disapproval, forward original to the requesting employee's human resources representative.

Human Resources Representative:

1. Maintain original in employee's unit or department human resources file.
  2. Distribute a copy to the requesting employee and the employee's supervisor.
- 

### B. SALARY GROUPS B23 THROUGH EXEMPT POSITIONS, EXCLUDING EXECUTIVE DIRECTOR:

Requesting Employee:

Submit request to executive director for positions reporting directly to the executive director, deputy executive director, or appropriate division director for approval.

#### Approved Request:

Approving Authority:

Forward original to the human resources director.

Human Resources Director:

Distribute a copy to:

1. The Employee Services Section for scanning into the requesting employee's employee master human resources file; and
2. The requesting employee's human resources representative.

Human Resources Representative:

1. Maintain a copy in the employee's unit or department human resources file, Employment Section;
2. Provide a copy to the requesting employee; and
3. Provide a copy to the employee's supervisor.

#### Disapproved Request:

Approving Authority:

Forward original to the employee's human resources representative.

Human Resources Representative:

1. Maintain the original request in the employee's unit or department human resources file.
  2. Provide a copy to the requesting employee and the employee's supervisor.
- 

### C. OIG EMPLOYEES:

Requesting Employee:

Submit request to the inspector general for approval.

Inspector General:

Upon approval or disapproval, forward original to the requesting employee's OIG human resources representative.

Human Resources Representative:

1. Maintain original in the employee's OIG or department human resources file.
2. Distribute a copy to the requesting employee and the employee's supervisor.