GUAM POWER AUTHORITY
OUTSIDE EMPLOYMENT OR BUSINESS ACTIVITY

Date:	☐ **NEW APPLICATION**	☐ **CANCELLATION**
Employee Name:		**Employee No.:**
Department/Division:		**Position Title:**

OUTSIDE EMPLOYMENT OR BUSINESS ACTIVITY INFORMATION

Outside Employer or Business Activity Name:		**Location:**
Nature of Outside Employment or Business Activity:		
Start Date:	**Position Title:**	**Salary:**

WORK STATUS

Total Hours		**Work Schedule**
Part-Time	_____ **hrs**	**From:**_____ **To:** _____
On-Call	_____ **hrs**	**From:**_____ **To:** _____
Weekends	_____ **hrs**	**From:**_____ **To:** _____
Monthly	_____ **hrs**	

CONDITIONS

I understand that:

1. Approval of this outside employment or business activity authorization may be cancelled by the General Manager or his authorized designee upon ten (10) days by written notice to the employee, should the employee's job performance falls below satisfactory level as documented by his/her immediate supervisor or division manager.
2. Upon cancellation of outside employment or business activity, a cancellation form must be submitted to the Human Resources Division.

I, the undersigned employee, certify that the above is true and correct and that I have read and understood the provisions of Section 21.00 Outside Employment, Subsections 21.01 – 21.03 of the Guam Power Authority's Personnel Rules and Regulations.

Employee Signature:_____ **Date:** _____

CONCURRED BY:

Immediate Supervisor/Date:	**Division Manager/Date:**

☐ **APPROVED** ☐ **DISAPPROVED**

_____ _____

JOHN M. BENAVENTE, P.E., GENERAL MANAGER **DATE**