**REQUEST TO UNDERTAKE ADDITIONAL WORK (INCLUDING STANDING ORDER 50 REQUESTS) / AGREEMENT TO WORK MORE THAN 48 HOURS PER WEEK**

**SECTION A** (To be completed by employee)

**Name: Employee Ref No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Service/Directorate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please give details of proposed additional work/outside employment – days / hours to be worked, post, employer's name and business, duties involved:

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**I confirm that the proposed additional work/outside employment would not interfere with or impair my ability to carry out my duties as an employee of Aberdeen City Council and will not be in competition with or cause a conflict of interest with the Council.**

**Where this arrangement means that I may work more than an average of 48 hours per week over a 17 week reference period, I am willing to sign agreement to this.**

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_

**Request discussed with Line Manager**

**Supported/Not Supported (delete the option that is not appropriate)**

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reason(s) for not supporting, if applicable**

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**SECTION B** (to be completed by the Head of Service or Director)

In my view, the proposed additional work/outside employment would not

interfere with or impair the ability of the employee mentioned under Section A above to carry out the duties of his/her job and would not be in competition with or cause a conflict of interest with the Council.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_

**SECTION C** (To be completed by the Head of HR and Customer Service – Corporate Governance)

I approve the request from the employee mentioned under Section A above to take up additional work/outside employment as detailed in Section A.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_

 **Head of HR and Customer Service**

 **(Corporate Governance)**

Once this form is authorised, a copy will be placed into the employee’s personal file, with a copy being returned to the employing Service for the employee to be informed.

***It is the responsibility of the individual employee to ensure that appropriate rest periods, as laid down in the Working Time Regulations, are taken where possible. Please ensure the agreement below is signed if the number of hours worked over all working arrangements, on average over a 17 week reference period, will exceed 48 hours per week.***

**SECTION D** (to be signed by the employee and recorded on the personal file)

**Opt-out agreement - Working Time Regulations**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name) agree that I may work for more than an average of 48 hours a week. If I change my mind, I will give my employer one month's notice in writing to end this agreement.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_