



SECONDARY EMPLOYMENT REQUEST FORM

Policy

The employment responsibilities to the College are primary for any employee working full-time; any other employment in which that person chooses to engage is secondary. An employee shall have approval from his/her direct supervisor, the appropriate Vice President, and the President before engaging in any secondary employment. The purpose of this approval procedure is to determine that the secondary employment does not have an adverse effect on the primary employment and does not create a conflict of interest. These provisions for secondary employment apply to all employment not covered by the policy on Dual Employment.

Secondary employment shall not be permitted when it would:

- create either directly or indirectly a conflict of interest with the primary employment, or
- impair in any way the employee's ability to perform all expected duties, to make decisions and carry out in an objective fashion the responsibilities of the employee's position.
- Involve the use of College facilities, equipment, supplies, or other resources.

This form must be completed before committing to any secondary employment and expires at the end of each semester for faculty. Approval for secondary employment may be withdrawn at any time if it is determined that secondary employment has an adverse impact on primary employment.

Employee Information			
Employee			
Department/Division		Classification	
Secondary Employer			
Nature of employer's business and description of duties to be performed: (If teaching courses for another institution, please list course titles.)			
Work Schedule (days/times of work):			

Employee Certification			
I understand: <ul style="list-style-type: none">• The policy governing secondary employment. My secondary employment will not have any impact on and will not create any possibility of conflict with my primary employment.• That failure to provide accurate information regarding my secondary employment approval request or to follow all policies regarding secondary employment may be considered unacceptable personal conduct which could subject me to discipline up to and including dismissal.• That secondary employment information is public and may be disclosed to third parties.• That no College facilities, equipment, supplies, or other resources will be used.			
Employee Signature:		Date	
Approval Signatures			
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No Immediate Supervisor/Dean		Date	
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No Vice-President		Date	
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No President		Date	