

METHODIST UNIVERSITY

STAFF REQUEST FOR NON-TEACHING ADDITIONAL EMPLOYMENT



Please fill out a separate request for each additional employment.

Name			
Primary Position		Primary Dept.	
Please fill in the below information regarding the employee's primary position:			
<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Supervisor: <input type="text"/>
Please fill in the below information regarding employee's requested additional employment.			
Subject or Event:		Dates/Times:	
Proposed Pay Rate:	Per hour	Stipend	Other Please describe:
Will you be unavailable during the working hours for your primary position while attending this event?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe your proposed flex schedule or leave schedule while you are unavailable:			
<p>*As a general rule, any additional employment for which an employee is receiving additional compensation from the University (above their regular compensation for their primary duties) should be scheduled outside the normal working hours of the primary position. If the additional employment occurs during normal work schedule of the primary position, exempt (salary) staff must schedule leave or flex their time. Due FLSA regulation, non-exempt (hourly) employees may not flex their work schedules to accommodate additional employment and must schedule leave for any time missed during their regular work hours of their primary position.</p>			
REQUESTER SIGNATURE		Date:	
THIS SECTION IS TO BE FILLED OUT BY APPROVERS ONLY:			
If request is denied, please indicate why:			
APPROVAL SIGNATURES			
SUPERVISOR SIGNATURE		Date:	
VICE PRESIDENT SIGNATURE		Date:	
HUMAN RESOURCES SIGNATURE		Date:	

A copy of this form will be placed in the employee's personnel file.