



# NOTIFICATION OF OUTSIDE (SECONDARY) EMPLOYMENT

EMPLOYEE NAME: \_\_\_\_\_

To comply with Regulation 4610.01, I am notifying the College that I am engaged or I will engage in the following secondary employment activities:

*(Employee should describe the nature of secondary employment in the section above. You may also provide a separate letter.)*

Secondary employer work hours are/will be: \_\_\_\_\_ (List days/hours of the week).

I will also disclose actual or potential conflicts of interest related to secondary employment activities as soon as I become aware of any conflicts.

\_\_\_\_\_  
Employee Signature

Department: \_\_\_\_\_

\_\_\_\_\_  
Date

Approve      Secondary Employment *does not* conflict with the employee's College employment.

Disapprove      Secondary Employment *does* conflict with the employee's College employment for the following reasons:

\_\_\_\_\_  
Director of Human Resources      Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor/Director/Dean      Date: \_\_\_\_\_

\_\_\_\_\_  
Vice President/President      Date: \_\_\_\_\_

cc: Employee Personnel File