

Request for Approval of Secondary Employment

College Policy: 4.31 - Secondary Employment:

The primary obligation of college employees is owed to the college. Employees who engage in secondary employment have the responsibility to ensure that any such employment does not interfere with their work at Southwestern Community College as outlined in the employee's position description and the policies of the college in the Policies and Procedures Manual. The employee shall not utilize college time, facilities, supplies or equipment in relation to any secondary employment. The Board of Trustees shall approve or disapprove any secondary employment of the President. The President shall approve or disapprove any secondary employment of full-time employees.

Information

Employee Name

Position

Department

No I am not secondarily employed. I understand I am responsible for obtaining approval and for understanding and adhering to the college policy for secondary employment.

Yes I am secondarily employed and I am providing the following information:

Name of Secondary Employer and Location

Nature of Employer's Business:

Job Title:

Work Schedule (days/times of work):

Description of duties performed:

Does this employer conduct business with or provide a service to the college?

Yes No

If yes, would you benefit directly, (i.e., commissions, etc.). Please explain

If yes, do you specify or approve college purchasing or contracts related to this employer? Please explain

My signature below certifies:

- I understand 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]
- I understand 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
- I understand that secondary employment information is public and may be disclosed to third parties.

Employee Signature

Date

Approval

Approval for secondary employment may be withdrawn at any time if it is determined that secondary employment has an adverse impact on primary employment with Southwestern Community College.

Approved: Yes No

President

Date