



# ADDITIONAL / OUTSIDE EMPLOYMENT APPROVAL FORM

Information regarding additional/outside employment will be made in writing to the employee's immediate supervisor, and then approved through the dean/vice president level. The dean/vice president will forward the information to the President of the College. If the President, in consultation with the area director, dean or vice president, considers the outside employment detrimental to the performance of the employee in meeting their College duties, s/he may disapprove the outside activity and provide the individual with reasons for such a judgment. Employees must receive **prior** approval before assuming any outside employment. **Approvals for outside employment may extend for a period not to exceed 12 months, however; continued outside employment may be re- approved for an unlimited number of times, assuming the employee continues to satisfactorily meet all of his or her obligations at the College as determined by administrative review. Signed approvals forms must be on file in the Human Resources Office.**

Employee Name: \_\_\_\_\_

Employee Job Title: \_\_\_\_\_

Additional/Outside Employer: \_\_\_\_\_

Dates of Class/Seminar/Employment: \_\_\_\_\_

Time(s) of Class/Seminar/Employment: \_\_\_\_\_

Title of Class/Seminar: \_\_\_\_\_

Division Supporting Class/Seminar/Employment: \_\_\_\_\_

Time(s) of Instruction: \_\_\_\_\_

Comments: \_\_\_\_\_

*NOTE: Please include in the comment section if instruction hours will conflict with:*

- Base load hours for non-teaching faculty
- Department operating hours for staff/administrators

*Also include how the applicant plans to replace hours with time added to their schedule*

**Employee Signature:** \_\_\_\_\_

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

**REQUEST NOT CONSIDERED APPROVED UNTIL CONFIRMATION RECEIVED FROM HUMAN RESOURCES**

**Approvals: (ALL SIGNATURES REQUIRED FOR APPROVAL)**

_____ <b>Immediate Supervisor</b>	_____ <b>Date</b>
_____ <b>Dean/VP</b>	_____ <b>Date</b>
_____ <b>President</b>	_____ <b>Date</b>
Received by: _____ <b>Director, Human Resources</b>	_____ <b>Date</b>