



Revised: September 6, 2016  
 Reviewed: August 17, 2021  
 Revised: March 11, 2024  
 Revised: July 29, 2024  
 Revised: January 13, 2025

## NOTIFICATION OF SECONDARY EMPLOYMENT

All full-time employees must complete the *Notification of Secondary Employment* form and submit the form to the appropriate supervisor.

According to policy, full-time employees may not engage in secondary employment if it results in a conflict of commitment, or otherwise interferes, undermines, or conflicts with the employee’s position and work at the University. Before accepting any secondary employment (or performing any work relating to a secondary employment) (a) for or relating to any public or private college or university, or for a vendor or contractor thereof; or (b) relating to the same or substantially similar type of duties performed by the employee for the University, a full-time University employee must complete and submit a *Notification of Secondary Employment* form to his/her appropriate supervisor. Such forms shall be submitted on an **annual basis (by April 15<sup>th</sup> for the upcoming academic year)** and at any other such time that approval is needed.

Employee Name:

Employee Number:

I do not participate in any secondary employment as defined in the *Secondary Employment* policy.

Name of Secondary Employer	Secondary Employment Title	Start/End Date of Secondary Employment	Description of Secondary Employment Duties/Responsibilities	If teaching, how many credit hours will you teach each semester	If non-teaching, How many clock hours are you working per week?

Employee Compliance Statement: I have read and understand the University’s *Secondary Employment* policy and affirm that this notification of secondary employment complies with all requirements listed therein.

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

\_\_\_\_\_  
Date

Review of this form by the supervisor indicates that this potential secondary employment meets the criteria set forth in the *Secondary Employment* policy.



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**APPROVALS**

Approved      Denied      Date

Supervisor

Approved      Denied      Date

Dean (if applicable)

Approved      Denied      Date

Appropriate Vice President

Approved      Denied      Date

President

cc Employee      Employee Personnel File  
Dean (if applicable)      Supervisor