

McDowell Technical Community College

Request for Approval of 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 McDowell Technical Community College as outlined in the employee's position description. 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.

Employee Name	Position	Department

Information

If you are secondarily employed, please complete the following:

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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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	

Employee Certification

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Approval for secondary employment may be withdrawn at any time if it is determined that secondary employment has an adverse impact on primary employment with McDowell Technical Community College.

Approved: Yes No

Vice President	Date
President	Date