

# NORTH CAROLINA STATE UNIVERSITY

## REQUEST FOR APPROVAL OF SECONDARY EMPLOYMENT

The employment responsibilities to the State are primary for any employee working full-time; any other employment in which that person chooses to engage is secondary. An employee shall have approval from the agency head before engaging in any secondary employment. The purpose of this approval procedure is to determine that the secondary employment does not have an adverse effect on the primary employment and does not create a conflict of interest. These provisions for secondary employment apply to all employment not covered by the policy on Dual Employment.

Secondary employment shall not be permitted when it would:

- create either directly or indirectly a conflict of interest with the primary employment, or
- impair in any way the employee's ability to perform all expected duties, to make decisions and carry out in an objective fashion the responsibilities of the employee's position.

Approval for secondary employment may be withdrawn at any time if it is determined that secondary employment has an adverse impact on primary employment.

### Employee Information

Department \_\_\_\_\_ Division \_\_\_\_\_

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

Secondary Employer \_\_\_\_\_

Nature of employer's business and description of duties to be performed: \_\_\_\_\_

\_\_\_\_\_

(If additional space is needed, continue on the reverse side.)

Outside Work Schedule (days/times): \_\_\_\_\_

### Employee Certification

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

Employee Signature

Date

### Approval Signatures

Approved: Yes  No  Immediate Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Approved: Yes  No  Department Head \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Approval of Secondary Employment has been designated by the Chancellor to the relevant department head.  
Revised 9/30/16