

EAST CAROLINA UNIVERSITY
APPROVAL FOR SECONDARY EMPLOYMENT

The Office of State Human Resource's policy on Secondary Employment states that any employee who is working for the State must receive approval from his or her department head prior to engaging in employment with a non-State employer, engaging in any private business venture, or performing their particular craft/profession outside the University. The purpose of this approval procedure is to determine that the secondary employment will not have an adverse effect on the primary employment nor create a conflict of interest with the State employment. The request for secondary employment shall be treated confidentially other than for the purpose of review and action by the department head. In all other respects, secondary employment is a private matter of the individual employee.

Please complete the following:

Name of Employee _____

Classification _____

Department _____

Place of Secondary Employment _____

Brief Description of Duties with Secondary Employer:

Employee Signature

Date

ACTION TAKEN BY SUPERVISOR:

Approved

Not Approved

Supervisor Signature

Date

This form must be retained on file indefinitely in the departmental office
