



**Employment Authorization for Permanent SHRA with Second ASU Job
Exempt or Subject Employee - Occasional or Sporadic**

Employee Current Information			
Employee Name:		Banner ID:	
Current Department:			
Current Supervisor:		Current Supervisor Telephone:	
Action Information for 2nd Job			
2 nd Supervisor:			
2 nd Supervisor Email:		2 nd Supervisor Telephone:	
Hiring Department:			
Hiring Time Sheet Org #:			
Begin Time of Employment:			
End Time of Employment:			
Position Information			
Number of Hours Per Week:		Work Schedule Hours:	
Hourly Rate of Pay:			
Description of Work:			
Budget Information			
Fund#:	Org #	Account#	Program#
Approvals (Please Print, Sign and Date)			
Current Supervisor		Date	
Hiring Supervisor		Date	
Department Head		Date	
Dean		Date	
Vice Chancellor		Date	
Budget Office (if State Funds or Special Funds Accounting (if Non State Funds)		Date	
HRS Use Only			
ECLS:		FTE:	
Position Number:		Change Reason Code:	
HRS Approval:			
HRS Notes:			

**Employment Authorization for Permanent SHRA with Second ASU Job
Exempt or Subject Employee – Occasional or Sporadic
*Disclaimer***

I understand that it is the policy of the North Carolina Office of State Personnel where employees, freely and solely at their option, work occasionally or sporadically on a part-time basis for the same public agency in a different capacity from their regular employment, the hours worked in the different jobs shall **not be combined for the purpose of determining overtime compensation under this policy.**

“Occasional or Sporadic” - The term “occasional or sporadic” means infrequent, irregular or occurring in scattered instances.

In order for employment in these occasional or sporadic activities not to be considered subject to the overtime provisions of this policy, the regular State employment of the individual must also be in a different capacity; that is, it must not fall within the same general occupational category.

I understand that acceptance of this policy is a condition of my being offered occasional or sporadic employment in a different capacity with Appalachian State University.

Employee Signature

Print Name

Office Telephone Number

Email Address

Date