APPALACHIAN STATE UNIVERSITY

HUMAN RESOURCES

REQUEST FOR APPROVAL OF SECONDARY EMPLOYMENT

(For Employment Outside of the University)

In accordance with the Secondary Employment policy of the University (PIM #22), any full-time probationary, permanent, or time-limited SHRA employee who desires, anticipates, or holds employment outside the University must seek prior approval before engaging in any secondary employment. The employee is required to complete Section I and II and submit this request to their respective department/office head for consideration. Approved requests will be forwarded to the Human Resource Services for additional review/approval and will be maintained on file in the employee's permanent personnel record.

SECTION I - EMPLOYEE		
Name:	Banner ID:	
Department:	Email Address:	
Position:		
Work Phone:	Home Phone:	Cell Phone:
SECTION II – SECONDARY EMPLOYMENT INFORMATION		
Secondary Employer:		
Address:		
Job Title:		Hours per week:
Nature of Work:		
Note: If secondary employment hours conflict with the normal work schedule of the primary source of employment, an alternate work schedule must be documented and submitted with this form.		
SECTION III – RECOMMENDATION OF DEPARTMENT/OFFICE HEAD		
☐ Approved ☐ Denied (please provide any comments below: Name: _____ Date: _____ Email Address:		
Comments:		
SECTION IV – RECOMMENDATION OF HUMAN RESOURCE SERVICES		
☐ Approved ☐ Denied (On behalf of the Chancellor): Note: If approved, there shall be a periodic review to assure no adverse effects upon the primary University employment and no conflict of interests. Approval may be withdrawn at any time. Name: Date:		
Title:		