



EXTERNAL SECONDARY EMPLOYMENT APPROVAL

The employment responsibilities to Central Piedmont Community College 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 his/her immediate supervisor and the President or his designee 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.

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Approval for secondary employment may be withdrawn at any time if it is determined that secondary employment has an adverse impact on primary employment.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	
Employee Name: _____	Employee ID: _____
Department: _____	Job Title: _____
Secondary Employer: _____	Work Schedule: _____ (days/times of work)
Nature of employer's business and description of duties to be performed:	
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	
Immediate Supervisor _____	Date: _____
Dean _____ (Required for Instructional staff only)	Date: _____
Vice President as President Designee _____	Date: _____
Human Resources _____	Date: _____