Request for Outside Employment Form

Date: _____

Employee name: _____

Job Title: _____

I hereby request approval to engage in outside employment as described below:

Nature of employment: _____

Time required for employment: _____

I understand that Highland Community College policy forbids me from engaging in any form of outside employment or business opportunity, for myself or another employer, which would conflict or interfere with my job, especially while on company time. Additionally I understand that using company equipment or materials for outside employment is strictly prohibited. I understand that in order to engage in outside employment, I must receive approval from my supervisor and President in advance of performing such outside employment, and that the approval may be withdrawn at any time.

I understand that failure to comply with the policy could result in disciplinary action up to and including termination of employment.

_____ _____

Employee Signature Date

SUPERVISOR APPROVAL

____Request Approved ____Request Denied

Comments or Special Conditions: _____

_____

_____ _____

Supervisor Signature Date

PRESIDENT APPROVAL

_____ _____

President Approval Date

Forward completed form to the Human Resource Department.