

Outside Employment Proposal

TO BE COMPLETED BY EMPLOYEE

Name:

Title:

Emerson work schedule:

Proposed outside employer:

Proposed outside job title:

Proposed outside job duties:

Proposed outside job location:

Proposed outside job schedule:

TO BE COMPLETED BY SUPEVISOR

Name:

Title:

Will this proposed outside employment reduce the employee's efficiency in working for the College?

Will this proposed outside employment involving working for an organization that does a significant amount of business with the College?

Does this proposed outside employment involve working for another college or university?

Do you approve this outside employment:

Signature of Supervisor: _____

Please send a copy to the Office of Human Resources.