Glenville State College Staff

Outside Employment Acknowledgement Form

Pursuant to the Glenville State College Staff Handbook:

You may hold a part-time job outside the College if it does not interfere with your College employment. Before accepting an "outside" job, you should consult with your supervisor to ensure there is no conflict.

Name: _____ Department: _____

Title: _____

Outside employment position: _____

Nature of employment: _____

Time required by employment: _____

I understand that Glenville State College requires me to disclose any form of outside employment to my supervisor to identify any potential issues that could cause conflict or interference with my full time employment at Glenville State College. Additionally, I understand that using Glenville State College materials or facilities for outside employment is strictly prohibited. I understand that and agree that my outside employment must be suspended if my work status with Glenville State College is sick leave, FMLA leave, workers compensation leave or restricted duty. I understand that failure to disclose my outside employment to my supervisor could result in disciplinary action, up to and including termination of employment.

_____ _____

Employee's Signature Date

_____ _____

Supervisor's Signature Date

Comments or Special Conditions:

_____

_____

_____