



Glenville State University Staff

Outside Employment Acknowledgement Form

Pursuant to the Glenville State University Staff Handbook:

*You may hold a part-time job outside the University if it does not interfere with your University 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 University 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 University. Additionally, I understand that using Glenville State University 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 University 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:

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