

# NORTH CAROLINA OFFICE OF STATE HUMAN RESOURCES

## REQUEST FOR APPROVAL OF SECONDARY EMPLOYMENT

**Policy**

The employment responsibilities to the State 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 the agency head 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. These provisions for secondary employment apply to all employment not covered by the policy on Dual Employment.

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Approval for secondary employment may be withdrawn at any time if it is determined that secondary employment has an adverse impact on primary employment.

<b><u>Employee Information</u></b>	
Department _____	Division _____
Employee NAME: _____ 92# _____	Classification _____
Secondary Employer _____	
Nature of employer's business and description of duties to be performed _____	
_____	
_____	
(If additional space is needed, continue on the reverse side.)	
Work Schedule (days/times of work): _____	

<b><u>Employee Certification</u></b>	
<b>I understand:</b>	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• that secondary employment information is public and may be disclosed to third parties.</li> </ul>	
Employee Signature _____	Date _____

<b><u>Approval Signatures</u></b>			
Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	Immediate Supervisor _____	Date _____	
Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	Division Director _____ (if applicable)	Date _____	
Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	Agency Head _____ (or designee)	Date _____	
Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	State Personnel Director _____ (if required)	Date _____	