



Bishop State Community College

Notification of Secondary Employment

In accordance with Bishop State Community College Policy F/3.2 - Consultant/Outside Employment:

Employees of the College will not engage in any outside employment which would: (1) disrupt or interfere with operation of the College, (2) directly compete with the College, (3) impose additional financial burden upon the College, or (4) violate the Alabama Code of Ethics for public employees (as set forth in the Code of Alabama).

Employees must not conduct any outside employment, business activity or political activity during College working hours nor use any College property equipment or facilities for any private enterprise or political activity, unless approved by the President. Furthermore, employees shall not use any college property for personal gain.

Directions: Employees are required to complete the *Notification of Secondary Employment* form and submit the form to the President for approval prior to entering into an agreement of secondary employment. Secondary employment is the term used to describe any additional employment in which a College employee is engaged outside of Bishop State Community College and it may be paid or unpaid employment. It is the responsibility of the employee to notify the College by submitting a revised *Notification of Secondary Employment* form if the status of previously approved secondary employment changes.

Employee: _____ Employee Number: _____

Name of Secondary Employer: _____

Secondary Employment Title: _____ Effective Date: _____

Description of Secondary Employment Duties/Responsibilities: _____

Employee Signature

Date

Approval by the President:

Date