



Notice of Outside Employment and Adjunct Teaching Assignments

Instructions:

Submit this form to your supervisor prior to engaging in outside employment and for each adjunct teaching assignment. The supervisor will review this form with you. A copy of this form will be filed with the Employee Relations Office.

Name: _____	Title: _____
-------------	--------------

Please complete the following information:

Employer _____

Location _____

Type of Work _____

Hours of Work _____ Start Date _____ End Date _____

Additional Information:

Employee Signature	Date
Supervisor Signature	Date Reviewed
Filed with ER	Date