



Notification of Secondary Employment

Directions: In compliance with Coastal Alabama Community College policy, an employee is required to complete the *Notification of Secondary Employment* form and submit the form to his/her immediate supervisor for review and 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 Coastal Alabama 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 Statement of Compliance: This secondary employment (a) does not interfere with the performance of other responsibilities as a System employee; (b) is limited in time; (c) is compatible with the interests of Coastal Alabama Community College; and (d) does not require use of institutional resources or facilities. This secondary employment will not (a) disrupt or interfere with the normal operations of the College; (b) directly compete with the College; (c) impose additional financial operations burden upon the College; (d) violate the Alabama Code of Ethics for public employees as set forth in the Code of Alabama; or (e) be of a nature such that the outside employment would tend to decrease the effective performance of my College employment duties.

Employee Signature

Date

Review of the submitted *Notification of Secondary Employment* form by the supervisory chain of command indicates that this potential secondary employment does not constitute a conflict of interest.

Reviewed By: **Immediate Supervisor**

Date

Reviewed By: **Dean**

Date

Reviewed By: **Human Resources**

Date

Reviewed By: **President**

Date

If the secondary employment is believed to represent a conflict of interest, explain why: _____