



Other Employment Request Form

Completed by Employee

Instructions: Employee must have prior approval before he or she engages in any outside employment. For additional information review Section 7.9 - other employment in the Employee Handbook.

Today's Date: _____ Employee ID: _____

First Name: _____ Last Name: _____

Title: _____ Department: _____

I hereby request approval to engage in outside employment as described below:

Name of company: _____

Nature of employment: _____

Time required for employment: _____

Acknowledgement:

I understand that University of the Incarnate Word policy forbids me from engaging in any form of outside employment or business opportunity, for myself or another employer, which would conflict or interfere with my job especially while on company time. Additionally, I understand that using company equipment or materials for outside employment is strictly prohibited. I understand that in order to engage in outside employment, I must receive approval from my supervisor, vice president and director of HR in advance of performing such outside employment, and that the approval may be withdrawn at any time. I also understand and agree that my outside employment must be suspended if my work status with University of the Incarnate Word is FMLA leave, or workers compensation leave. I understand that failure to comply with the policy could result in disciplinary action up to and including termination of employment.

Employee Signature

Date

Authorizing

By signing below, I _____, the supervisor, acknowledge and accept responsibility for adhering to UIW's "other employment" policy (section 7.9). I have also discussed and reviewed the outside employment with my employee.

Comments or Special Conditions:

Supervisor: Request Approved Request Denied

Supervisor - Signature

Supervisor - Print Name

Date

Division VP - Signature

Division VP - Print Name

Date

Director of HR - Signature

Director of HR - Print Name

Date