

The University of North Carolina at Charlotte

**Request for Approval of Secondary Employment**

In accordance with the Secondary Employment policy of the University (PIM #22), any full-time probationary, permanent, or time-limited SHRA employee who desires, anticipates, or holds employment outside the University must seek prior approval before engaging in any secondary employment. The employee is required to complete Parts I and II and submit this request to their respective department/office head for consideration. Approved requests will be forwarded to the Human Resources department for additional review/approval and will be maintained on file in the employee’s permanent personnel record.

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| **Part I – Employee Information** | |
| Name: | UNC Charlotte ID #: |
| Email Address: | |
| Position Title: | |
| Department/Office: | |
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| **Part II – Secondary Employment Information** | |
| Secondary Employer: | |
| Address: | |
| Job Title: | Hours per Week: |
| Nature of Work: | |
| **Note: If secondary employment hours conflict with the normal work schedule of the primary source of employment, an alternate work schedule must be documented and submitted with this form.** | |
| **Part III – Recommendation of Department/Office Head** | |
| Recommendation:  Approved  Denied (Please provide any comments on reverse) | |
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| (Name) (Email Address) (Date) | |
| **Part IV – Recommendation of Human Resources** | |
| Recommendation:  Approved  Denied (On behalf of the Chancellor) | |
| If approved, there shall be a periodic review to assure no adverse effects upon the primary University employment and no conflict of interests. Approval may be withdrawn at any time. | |
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| (Name) (Title) (Date) | |