

SUCAP/TTA OUTSIDE EMPLOYMENT

Employee Name _____

It is the policy of the Organization to allow its employees to hold second jobs, subject to certain restrictions. Outside employment for employees is not encouraged, however, and the prior approval of the Executive Director must be obtained before any outside employment or work activity is undertaken, including self-employment and consulting. Failure to obtain prior approval may result in disciplinary action, up to and including termination.

(Sign in this section if you do not currently have other employment.)

I have read and understand the above policy and I agree to request the appropriate approvals before accepting any outside employment. Currently, I **DO NOT HAVE** other employment.

(Employee Signature) (Date)

OR

(Sign in this section if you are requesting approval to hold a second job.)

I have read and understand the above policy regarding outside employment and request approval to hold outside employment.

Currently, I **DO HAVE** other employment (at the time of hiring).

Check if applicable:

I currently hold outside employment and request approval.

I am currently a SUCAP employee working in the _____ department and request approval to hold a second job within SUCAP.

Name of outside employer: _____

Job duties: _____

Days and hours of this outside employment: _____

(Employee Signature) Date

I recommend _____ approval _____ disapproval of this request.

Program Director Date

Comments: _____

Executive Director Date

Please email this completed form to hr@sucap.org – signatures are requested during orientation.