

REQUEST FOR DUAL EMPLOYMENT

Public Information

Employee Information

HR

SECTION I

Employee's Name: _____

ID#: _____

Secondary employment work schedule including hours of work: _____

State the principal reason for dual employment and include Code 679u-6.3 (e): 1

_____ certify that the requested part time dual employment request is not related to or a part of the position for _____ which the employee was hired and will not interfere with the employee's normal working hours.

I understand that I am agreeing to a pre -determined regular pay rate as compensation for the secondary employment position I have accepted. The secondary employment position is in a different occupational category from my primary position; it is conducted sporadically and/or infrequently and it is done on a voluntary basis.

 (Print) Employee Name X Signature Date

 (Print) Primary Supervisor X Signature Date

 (Print) Secondary Supervisor X Signature Date

SECTION II – To be completed by HR O

Decision: Approved Denied HRO Representative Date: / /