

Notice of Intent to Engage in Secondary Employment

For clarification, "secondary employment" refers to work done for pay, whether self-employed or as an agent for agencies other than Sandhills Community College.

Date of Request: _____

Employee Name: _____

Description of Proposed Secondary Employment: _____

Beginning Date: _____ Ending Date: _____

By signing below, I understand that the secondary employment as described above will not be a conflict of interest or create any divided loyalties or diminished commitment of time and effort in my job performance at Sandhills Community College.

Employee signature: _____ Date: _____

Supervisor/Dean signature: _____ Date: _____

Vice President: _____ Date: _____

President or Designee: _____ Date: _____

Original: August 23, 2004