



# WALTERS STATE COMMUNITY COLLEGE

## Outside Employment Notification

Instructions: Prior to engaging in outside employment or continuing business activity, full-time faculty and staff members shall review WSCC Policy No. 06:24:00 and submit this form through appropriate administrative channels to the president. For convenience, the applicable policy is provided on the reverse side of this request form.

NOTE: This policy is applicable to all full-time personnel classified as exempt from the Fair Labor Standards Act (i.e., faculty and administrative staff). This policy is not applicable to personnel classified as nonexempt from the Fair Labor Standards Act (i.e., clerical, technical, skilled crafts and maintenance/custodial staff).

**FROM:** \_\_\_\_\_  
Employee Name (Please Print) WS ID

**DATE:** \_\_\_\_\_

**SUBJECT:** Outside Employment

1. The purpose of this memorandum is to notify you that I propose to engage in the following outside employment or continuing business activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. I certify that the outside employment or continuing business activity will not interfere with my assigned duties and responsibilities at Walters State and is not otherwise in conflict with the provisions of WSCC Policy No. 06:24:00.

Employee: \_\_\_\_\_  
Signature Date

Division/Dept. Head / Dean:  Forwarded, recommending approval  
\_\_\_\_\_  
Signature Date

Vice President:  Forwarded, recommending approval  
\_\_\_\_\_  
Signature Date

Approved President:  Disapproved by reason of:  
\_\_\_\_\_  
Signature Date

HR Review: \_\_\_\_\_