



## Permission to Engage in Outside Employment

As a general rule, full-time faculty and staff are not to be engaged in regular remuneration producing activities (operating a private business or working as an employee for others) from 8 a.m. through 5 p.m. Monday through Friday. Exceptions must be approved in advance by appropriate administrative personnel.

Faculty and staff are prohibited by state statute from utilizing university facilities or equipment in personal or private business.

In order to request approval for Outside Employment, please complete the following:

Employee Name: \_\_\_\_\_

Outside Employment (please describe): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Approval

\_\_\_\_\_  
Date

**Complete requests should be sent to the Human Resources Office.**