



The University of North Carolina at Charlotte
Request for Approval of Secondary Employment

In accordance with the Secondary Employment policy of the University (PIM #22), any full-time probationary, permanent, or time-limited SPA employee who desires, anticipates, or holds employment outside the University must seek prior approval before engaging in any secondary employment.

Part I – Employee Information

Name: UNC Charlotte ID #:
Email Address:
Position Title:
Department/Office:

Part II – Secondary Employment Information

Secondary Employer:
Address:
Job Title: Hours per Week:
Nature of Work:

Note: If secondary employment hours conflict with the normal work schedule of the primary source of employment, an alternate work schedule must be documented and submitted with this form.

Part III – Recommendation of Department/Office Head

Recommendation: [ ] Approved [ ] Denied (Please provide any comments on reverse)

(Name) (Email Address) (Date)

Part IV – Recommendation of Human Resources

Recommendation: [ ] Approved [ ] Denied (On behalf of the Chancellor)

If approved, there shall be a periodic review to assure no adverse effects upon the primary University employment and no conflict of interests. Approval may be withdrawn at any time.

(Name) (Title) (Date)