

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. The employee is required to complete Parts I and II and submit this request to their respective department/office head for consideration. Approved requests will be forwarded to the Human Resources department for additional review/approval and will be maintained on file in the employee's permanent personnel record.

Part I – Employee Information		
Part i – Employee information		
Name:	UNC Charlotte ID #:	
Name.	ONC Chanotte ID #.	
Email Address:		
Position Title:		
2000		
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		
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Recommendation: Approved Denied (Please provide any comments on reverse)		
	/5 (1A11)	(5.1.)
(Name)	(Email Address)	(Date)
Part IV – Recommendation of Human Resources		
Recommendatio	on: Approved Denied (On behalf of the Ch	nancellor)
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If approved, there shall be a periodic review to assure no adverse effects upon the primary University employment and no		
conflic	ct of interests. Approval may be withdrawn at any time.	
(Name)	(Title)	(Date)
(ivailie)	(Tide)	(Date)

PD Form 25 Rev. 11/2009