

SECONDARY EMPLOYMENT REQUEST FORM FOR SHRA EMPLOYEES

This form must be submitted to OHR prior to beginning secondary employment

TO BE COMPLETED BY THE EMPLOYEE:

Today's Date:			
Employee Name:		Branch/Role/Competency:	
Dept. Name:		Dept. #:	
CB #:		Work Schedule:	

Name of Secondary Employer:			
Duties to be Performed:			
Proposed Work Schedule:		Hours per Week:	
Expected Start Date:		Expected End Date:	

EMPLOYEE CERTIFICATION:

I certify that:

- I have read and understand the policy governing secondary employment.
- My secondary employment will not have an impact on, and will not create any possibility of conflict with, my primary employment.
- Failure to provide accurate information regarding my secondary employment approval request or to follow all policies regarding secondary employment may be considered unacceptable personal conduct, which could subject me to disciplinary action up to and including dismissal.
- I will submit a new secondary employment each January if continuing secondary employment.
- Secondary employment information is public and may be disclosed to third parties.

Employee Signature

Date

TO BE COMPLETED BY THE DIRECT SUPERVISOR & HR REPRESENTATIVE:

- The secondary employment listed above does not conflict with the employee's primary employment or present a work performance issue
- The request is denied because it presents a conflict of interest with the employee's primary employment
- The request is denied because it interferes with the employee's ability to perform all expected duties
- The request is being forwarded to the Office of State Human Resources for approval due to a possible conflict with State operations

Direct Supervisor Name

Direct Supervisor Signature

Date

HR Representative Name

HR Representative Signature

Date

Submit this signed form to the Staffing Support Services Specialist in OHR, CB #1045



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TO BE COMPLETED BY THE OFFICE OF STATE HUMAN RESOURCES (if applicable):

- The request is approved
- The request is denied because it presents a conflict with State operations

State Human Resources Director or Designee
Name

State Human Resources Director or Designee
Signature

Date

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ADDITIONAL INFORMATION

Coverage

The secondary employment policy applies to all permanent SHRA employees (including probationary, trainee, and time-limited) regularly scheduled to work 30 hours or more per work week. A State Agency or University employee working full-time has primary employment responsibility to the State. Other employment outside of State Agencies or Universities is considered secondary employment. Secondary employment is one of several types of special employment relationships.

The purpose of this policy and procedure is to ensure that an SHRA employee's secondary employment does not have an adverse effect on the employee's primary employment and does not create a conflict of interest. An employee must notify his/her direct supervisor before engaging in any secondary employment.

University Responsibility

It is the University's responsibility to ensure that Secondary Employment is not permitted when it would:

- Create either directly or indirectly a conflict of interest with the employee's primary employment; or
- Have an impact on, or create any possibility of conflict with, State operations; or
- Impair in any way the employee's ability to perform all expected duties, or to make decisions and carry out in an objective fashion the responsibilities of the employee's position.

Notification & Approval

Before accepting an offer of secondary employment, an SHRA employee must submit a Secondary Employment Request Form to his/her direct supervisor. The direct supervisor and department HR Representative must assess the impact of the secondary employment based on the reasons for denial listed above. If no reason for denial exists, the direct supervisor signs the Request Form and follows the procedures in the "Recordkeeping" section below.

If the direct supervisor believes there may be a reason for denial, the direct supervisor consults with the Talent Acquisition Partner in the Office of Human Resources assigned to work with the department. If this collaborative review results in denial, the reason is documented on the Request Form and the direct supervisor notifies the SHRA employee that he/she will not be allowed to pursue the secondary employment offer.

If the Secondary Employment has any impact on, or may create potential conflict with State operations, the Request Form must be forwarded to the Office of State Human Resources Director or designee for review.

Recordkeeping

A copy of the signed [Secondary Employment Request Form](#) is kept in the employee's departmental personnel file. The original form is sent via campus mail or email to the Staffing Support Services Specialist, for reporting and placement in the employee's personnel file located in the UNC-Chapel Hill Office of Human Resources.

Employees must report any changes in secondary employment status as they occur by completing a new Secondary Employment Request Form and submitting it to their supervisor. As of January of each year, SHRA employees who are continuing secondary employment must submit an updated Secondary Employment Request Form to their direct supervisor.

Failure to Comply

An employee's refusal to end his/her secondary employment as directed by this policy is considered a matter of personal misconduct and may be subject to disciplinary action, up to and including dismissal. Supervisors should contact their Employee & Management Relations consultant in such cases.

Other Types of Special Employment:

The provisions for secondary employment apply to all SHRA employment not covered by the [Dual Employment](#) or [Additional Employment](#) policies. Please refer to the Additional and Dual Employment policies for more information.