

Virginia State University Outside Employment Form

For the Period of January through December

Name:

In accordance with VSU Human Resource Policy 7060, I request approval to engage in outside employment as follows:

Name of Outside Employer:		
Address of Outside Employer:		
Job Responsibilities of Outside Employment:		
Supervisor (if applicable):		
Hours of Work:		
Dates of Employment:	From:	To:

Period of activity is not to exceed one calendar year.

Current Position Held at VSU:
Department:
Campus Box Number:
Current Work Load / Schedule (hours/credit hours per week)
Office Hours:

EMPLOYEE: I certify that the above information is accurate. Additionally, I certify that the above request will not in any way interfere with my full-time duties and responsibilities and/or related assignments at Virginia State University. I have reviewed the University's Policy on Outside Employment Activities and will comply with the provisions contained therein. I understand that any deviation from the above request must be re-evaluated by the appropriate University officials.

Employee's Signature & Date:

SUPERVISOR: I have reviewed the above request and certify that the proposed outside employment is in accordance with University policy.

Supervisor's Signature & Date:

Approvals

☐ Yes	Dean/Director's Signature & Date:
☐ No	
☐ Yes	Vice President's Signature & Date:
☐ No	
☐ Yes	HR Director/Associate Director's Signature & Date:
☐ No	

The Office of Human Resources will send a copy of the completed form to the employee and the employee's supervisor after the Director or Associate Director for HR's signs it.