



## Human Resources

Telephone: 252-789-0224

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### Employee Secondary Employment Status

As required by NC Statutes (G.S. 23 NCAS 2C.0210), Martin Community College (MCC) has a Secondary Employment Policy that requires annually appointed employees to request and receive approval for secondary employment. Secondary employment is defined as any employment or work that **is in addition to the work covered in the employee's primary employment contract** with MCC. It includes any and all full-time and/or part-time employment that is in addition to the employee's primary contract with MCC. It also includes employment at MCC that is not in the employee's assigned work unit/department.

Secondary employment must not: (a) distract from and/or interfere with the employee's obligation to commit time, skills, and attention to the primary job; (b) create a conflict of interest with the primary job; (c) interfere with the ability to make decisions or be objective with the primary job; or (d) involve the use of MCC time, property, equipment, etc.

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

**Check (required if requesting secondary employment):**

- I AM requesting approval to be engaged in secondary employment. I agree that my secondary employment will not have an impact on or create conflict with my primary position with MCC. I understand that my secondary employment approval may be withdrawn at any time by my supervisor and/or senior administrator if determined that such secondary employment interferes with my annually appointed position's duties/responsibilities/requirements; my job performance; and/or if it creates a direct and/or indirect conflict of interest for myself and/or MCC.

*(MUST COMPLETE INFORMATION BELOW, OBTAIN ALL REQUIRED SIGNATURES, AND REQUEST MUST BE APPROVED PRIOR TO ENGAGING IN SECONDARY EMPLOYMENT)*

Secondary Employer:	
<b>Please provide position title, work schedule, hours worked per week, and description of duties in the area below:</b>	

By signing below, I understand that any misrepresentation and/or failure to request and receive approval for secondary employment would be in violation of policy and could result in disciplinary action and/or termination.

**SIGNATURES:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Approve  Deny Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Approve  Deny Senior Administrator *(if applicable)*: \_\_\_\_\_ Date: \_\_\_\_\_

Approve  Deny President: \_\_\_\_\_ Date: \_\_\_\_\_