PRE-AUTHORIZATION FOR AN EXTRA ASSIGNMENT

The purpose of this form is to inform and seek approval from appropriate parties regarding an extra assignment for employees

who elect to work, in addition to their regular job duties, within or outside the University.

Name:

E#:

[ ]  Within ETSU [ ]  Outside ETSU

[ ]  Paid [ ]  Unpaid

Nature of Employment:

Name(s) of Anticipated Outside Employer or non-primary ETSU Department:

Address(es) of Anticipated Outside Employer:

Expected Commitment of Time by Week:

Start and End Dates of Anticipated Extra Assignment Covered by this Request:

I have read The East Tennessee State University policy on Outside Employment and Extra Compensation and hereby certify that my proposed employment/consulting will not conflict with the following policy stipulations:

1. This employment does not interfere with assigned duties and responsibilities.
2. This employment does not constitute a conflict of interest that would violate the East Tennessee State University Policy on Conflict of Interest (Faculty Handbook Section 1) or compete with the education, research, or public service programs of the University. I have read and understand ETSU policy concerning Conflict of Interest.
3. If involving employment with other agencies, departments or institutions of State Government, including State Institutions of higher education, it is understood that such employment is subject to the prior approval of my Vice President and/or other appropriate University officials and the appropriate representative of the other agency or institution as required by the policy on Extra Assignments and Extra Compensation, specifically Dual Service Agreements as required by TBR Guideline G-030.
4. This employment will not be undertaken with the claim that I am an official representative of the University in connection with the employment/consultation unless an extra assignment is within ETSU.
5. If involving the use of University equipment, facilities, or services, I will secure appropriate University approval and compensate the University at the rates established by the University.

I certify by my approval that to the best of my knowledge this request for employment will not conflict with the policy stipulations listed above.

Employee Signature

Signature of Supervisor

I certify by my approval that to the best of my knowledge this request for employment will not conflict with ETSU and Tennessee Board of Regents policies.

Signature of Dean or Director

I certify by my approval that to the best of my knowledge this request for employment will not conflict with ETSU and Tennessee Board of Regents policies.

*Original to be forwarded to the Office of Human Resources for inclusion in the employee’s personnel file.*

For more information, please review *PPP-07* or contact Human Resources at 423-439-4457.