

Winthrop University

Notification of Outside Employment for Non-Faculty Employees

(This form should be completed by non-faculty Winthrop employees who are engaged in, or who could in any way be construed to be engaged in, outside employment. Faculty should refer to the Consulting and Outside Employment section in Faculty Manual.)

Employee Name: _____

Winthrop Position Title: _____

Department: _____

Description of Outside Employment

1. Name of company/organization where outside employment will be performed: _____

2. Nature of work conducted by company/organization where outside employment will be performed: _____

3. Description of work to be performed: _____

4. Location where work will be performed: _____
5. Work schedule and number of hours Winthrop employee will perform outside employment: _____

I do hereby affirm that the outside employment described above will in no way violate any of the provisions of the "Outside Employment Policy" of Winthrop University, including the following:

1. the outside employment does not alter or conflict with the hours that I am scheduled to work for the university;
2. the outside employment does not or will not interfere with my efficiency, effectiveness, productivity, or ability to perform the duties and responsibilities assigned to my position with the university;
3. the outside employment does not, in any manner, present either an actual or a perceived conflict of interest with my employment with the university;
4. no University or State materials, equipment, or personnel are or will be utilized to prepare for or to perform the outside employment work or activity;
5. no preparatory work for the outside employment activity is or will be performed on University property; and
6. no outside employment is being performed for a State agency or university without prior approval of Winthrop University in accordance with State dual employment regulations.

Signature of Employee

Date

Signature of Supervisor

Date

Completed notification form should be retained by the supervisor in the departmental files.