



Request for Approval of Secondary/Dual Employment

NETC Secondary/Dual Employment Policies 8.7.101 & 8.2.100 – The employment obligations to Northeastern Technical College are primary; any other employment is secondary/dual. It is the responsibility of all employees to ensure that any such employment does not interfere with their work at NETC. The President shall approve or disapprove any secondary/dual employment of full-time employees. A request form must be completed and approved 7 days prior to beginning secondary/dual employment.

PART I – EMPLOYEE INFORMATION

Employee Name

Position Title

Department

- ☐ No, I do not have secondary/dual employment. I understand that I am responsible for obtaining approval and for understanding and adhering to the college policy for secondary/dual employment.
- ☐ Yes, I have secondary/dual employment. Please complete Part II.

I certify that:

- I have read and understand Policies 8.7.101, 8.2.100 and Procedures 8.7.101.1, 8.2.100.1 governing secondary/dual employment.
- My secondary/dual 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/dual employment approval request or to follow all policies/procedures regarding secondary/dual employment may be considered unacceptable personal conduct, which could subject me to disciplinary action up to and including dismissal.
- I understand that I may not teach more than 3 classes above my normal load in one semester. This includes dual, overloads, and classes at other institutions, including private or out-of-state colleges/universities, regardless of instructional modality.

Employee Signature

Date

PART II – SECONDARY/DUAL EMPLOYMENT INFORMATION

Secondary/Dual Employer: _____

Address: _____

Job Title: _____ Number of work hours per week: _____

Start Date: _____ End Date: _____ *Faculty – Number of Credit hours: _____

Nature of work: _____

Description of duties performed/classes taught: _____

PART III – SUPERVISOR/HUMAN RESOURCES/PRESIDENT

- ☐ The secondary/dual 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.

Approval of secondary/dual employment may be withdrawn at any time if it is determined that secondary employment has an adverse impact on primary employment with Northeastern Technical College.

☐ Approved

☐ Disapproved

Supervisor's Signature

Date

Director of Human Resources

Date

President's Signature

Date