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| **This section to be completed by EMPLOYEE** |
| **EMPLOYEE NAME (Last Name, First Name)** | **EMPLOYEE ID#** | **CURRENT JOB TITLE** | **DATE** Click or tap to enter a date. |
| **CURRENT DEPARTMENT/DIVISION** | **CURRENT WORK HOURS** | **SUPPLEMENTAL JOB TITLE** | **SUPPLEMENTAL DEPT./DIV.** |
| **ACKNOWLEDGEMENT AND APPROVAL**I request approval for supplemental employment at Southern Crescent Technical College as described on this form. I understand that my supplemental employment ***must*** not conflict with my existing job duties, responsibilities and/or work hours. I also understand that my employment as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (job title) is my ***primary*** employment. If this request is approved, my supplemental employment will not:Conflict or interfere with my existing working hours, current job duties and/or responsibilities; Create the potential for improper decisions within my existing or potential division or college activities; or, Present an actual or perceived conflict of interest.**EMPLOYEE SIGNATURE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**EMPLOYEE’S DIVISIONAL VICE PRESIDENT** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **HUMAN RESOURCES REVIEW**Employee must currently work in an exempt level position in order to be approved for supplemental employment. [ ]  **Approved** [ ]  **Disapproved** Reason(s) for Disapproval (If applicable): **HUMAN RESOURCES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **This section to be completed by SUPPLEMENTAL DEPARTMENT/DIVISION** |
| **ACADEMIC TERM**[ ] Spring [ ] Summer [ ] Fall \_\_\_\_\_\_\_\_\_ to\_\_\_\_\_\_\_\_\_\_ | **SUPPLEMENTAL WORK PERFORMED**[ ] Classroom [ ] Hybrid [ ] Online |
| **SUPPLEMENTAL COURSE(S) #/ Pay /Budget Code**\_\_\_\_\_\_\_\_\_\_\_ / $ \_\_\_\_\_\_\_\_\_ #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / $ \_\_\_\_\_\_\_\_\_ #\_\_\_\_\_\_\_\_\_  | [ ] **FULL SEMESTER** | **LOCATION COURSE(S) TAUGHT**[ ] Griffin [ ] Flint River[ ] Henry County [ ] Butts County[ ] Fayette COI [ ]  Other |  **DAY/TIME of COURSE(S)**  |
| **TOTAL PAY for FULL SEMESTER**$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  **\_\_\_\_\_\_****Equal Payments** | **COMMENTS:** |
| **SUPPLEMENTAL COURSE(S) #/ Pay/Budget Code**\_\_\_\_\_\_\_\_\_\_ / $\_\_\_\_\_\_\_\_\_ # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / $ \_\_\_\_\_\_\_\_\_# \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ / $ \_\_\_\_\_\_\_\_\_# \_\_\_\_\_\_\_\_\_\_ | [ ]  **MINI-MESTER 1** | **LOCATION COURSE(S) TAUGHT**[ ] Griffin Campus [ ] Flint River[ ] Henry County [ ] Butts County[ ] Fayette COI [ ]  Other | **DAY/TIME of COURSE(S)** |
| **TOTAL PAY for MINI-MESTER 1:** **$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  **\_\_\_\_\_\_****Equal Payments** | **COMMENTS:** |
| **SUPPLEMENTAL COURSE(S) #/ Pay /Budget Code**\_\_\_\_\_\_\_\_\_\_ / $\_\_\_\_\_\_\_\_\_ # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / $ \_\_\_\_\_\_\_\_\_# \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ / $ \_\_\_\_\_\_\_\_\_# \_\_\_\_\_\_\_\_\_\_ | [ ]  **MINI-MESTER 2** | **LOCATION COURSE(S) TAUGHT**[ ] Griffin Campus [ ] Flint River[ ] Henry County [ ] Butts County[ ] Fayette COI [ ]  Other | **DAY/TIME of COURSE(S)** |
| **TOTAL PAY for MINI-MESTER 2:****$\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  **\_\_\_\_\_\_****Equal Payments** | **COMMENTS:** |
| **Approvals:****Supplemental Vice President** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Vice President for Administrative Services** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**President** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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