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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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