



Request for Prior Approval and Reporting of Outside Employment
Managers/Classified Staff

Prior and continuing written approval of the Vice President of Human Resources is required before affected employees may engage in regular and continuing outside employment.

Please print clearly.

Name _____
(Last) (First) (MI)

Social Security # _____ Department _____

I have read the University Code of Ethics on outside employment and understand that I may engage in outside employment only if it does **not**:

- 1. Constitute a conflict of interest;
- 2. Occur at a time when I am expected to perform my assigned duties;
- 3. Diminish my efficiency in performing my work obligation at MSU.

Employee Signature Date

Approved

Denied

Vice President for Human Resources Date



***Request for Prior Approval and
Reporting of Outside Employment
Managers/Classified Staff***

Please provide the following information: *(Complete a separate sheet for each instance of outside employment for which you are seeking approval.)*

Outside Employer:

Name			Telephone
Address	City	State	Zip

Hours and Dates of Employment:

Please provide a description of the work to be performed: *(Please include an analysis of the relationship of this work to your current responsibilities as an employee of Montclair State University and an assessment of the impact this outside employment may have on the performance of your job duties at Montclair State University.)*
