

# Outside (Secondary) Employment

1. Secondary employment is defined as outside or non-Converse University employment held by an employee.
2. Secondary employment must not interfere with the employee's work performance or availability for work.
3. It is the individual employee's responsibility to notify the University of any secondary employment.
4. The employee must request approval, in writing from his/her immediate supervisor, of all proposed secondary employment. Approval is granted by the supervisor when the appropriate University Officer (Dean/Vice President in a direct line) agrees. On-going secondary employment may be evaluated at least annually by the Vice President (or the President) who approved the original request to engage in secondary employment.
5. This request will become part of the employee's personnel file.