

**Secondary Employment Approval Form**

Employment at Pitt Community College is the employee's primary job. Any additional employment must be approved in advance by **submitting this Secondary Employment Approval Form to the appropriate Vice President (President's designee) and in the case of a Vice President to the President.** Approval for secondary employment for the President is reviewed by the Board of Trustees. Request for approval for Secondary Employment must be submitted annually. Secondary employment is treated confidentially.

Employee Name: \_\_\_\_\_ PCC Position: \_\_\_\_\_

Do you have secondary employment? No \_\_\_\_\_ Yes \_\_\_\_\_

Description of Proposed Secondary Employment Including Employer and Location:

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Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Days of week: \_\_\_\_\_ Time of Day: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President/ President  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Initial \_\_\_\_\_ Not Approved: \_\_\_\_\_ Initial \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_