

Virginia Polytechnic Institute and State University
Request for Additional/Outside Employment for Classified or University Staff

This form should be used by classified and university staff members to seek advance approval for additional employment outside of Virginia Tech in accordance with Policy 4070. The form should also be used by all full- or part-time salaried staff members who are requesting additional employment at Virginia Tech, such as consulting, game day workers, adjunct teaching faculty, or other temporary wage employment unrelated to your primary job.

Employee Information:

Name: _____ Employee ID: _____

Current Position Title: _____ Department: _____

Campus Phone: _____ Email: _____ Campus Mail code: _____

Outside Employment:

Name and Location of Outside Employer: _____

Describe Position or Nature of Work: _____

When will the outside employment occur? (days of the week and hours of the day) _____

Is the outside employment one-time? over a defined period of time? (if so, state the period of time) Or on-going?

Additional Virginia Tech Wage Employment:

Department for Additional VT Employment: _____

Name of Immediate Supervisor for Additional Work: _____

Describe Position or Nature of Work: _____

When will the additional employment occur? (days of the week and hours of the day) _____

Is the additional employment one-time? over a defined period of time? (if so, provide begin and end dates) Or on-going? _____

It is the responsibility of the secondary department to pay any overtime, if applicable, for non-exempt employees.

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Policy 4070 permits classified and university staff additional/outside employment opportunities outside the normal work schedule with advance approval from the department head, provided the additional duties do not impede or compromise the employee's university duties and responsibilities.

Employee: _____ Date: _____

Immediate Supervisor Approval: _____ Date: _____

Department Head Approval: _____ Date: _____

A copy of the approved form should be given to the employee and the original filed in the employee's departmental personnel file. For additional VT employment, send copy to secondary department and to Payroll. Approval for outside employment is contingent on continued satisfactory performance in the primary job.