

# REQUEST FOR DUAL EMPLOYMENT

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**SECTION I**

Employee's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Secondary employment work schedule including hours of work: \_\_\_\_\_

State the principal reason for dual employment & state Title of 1st job & Title of 2nd job

I certify that the requested part time dual employment request is not related to or a part of the position for \_\_\_\_\_ which the employee was hired and will not interfere with the employee's normal working hours.

I understand that I am agreeing to a pre-determined regular pay rate as compensation for the secondary employment position I have accepted. The secondary employment position is in a different occupational category from my primary position; it is conducted sporadically and/or infrequently and it is done on a voluntary basis.

\_\_\_\_\_  
 (Print) Employee Name X Signature \_\_\_\_\_ Date

\_\_\_\_\_  
 (Print) Primary Supervisor X Signature \_\_\_\_\_ Date

\_\_\_\_\_  
 (Print) Secondary Supervisor X Signature \_\_\_\_\_ Date

**SECTION II – To be completed by HR** O

Decision:  Approved  Denied      HRO Representative: \_\_\_\_\_      Date:    /    /