

## Employee Disclosure of Outside Employment

Secondary employment is defined as follows: any activity an individual engages in, that provides said individual with financial compensation/gain. Employment requires the use of an individual's time, skills, abilities and talents to perform work related functions. For example: consulting or instructional positions, property manager, writing/editing a book, etc., is considered outside employment. Employment is not personal investments or income derived from rental properties.

**Instructions: Complete this form and route to your supervisor and your vice president/provost for signatures. This signed form must be returned to Human Resources to be filed in the employee's personnel file.**

<b>Name:</b> _____ First M.I. Last
<b>S#:</b> S _____ <b>Phone #:</b> _____
<b>Department:</b> _____

Please indicate your Job Type:

Classified     Administrative/Technical Professional     Faculty     Adjunct Instructor

If you are an adjunct instructor, please indicate how many total hours you are teaching with in the Colorado Community College System. Also, please list the institutions: \_\_\_\_\_

Name of Outside Employer/Business: \_\_\_\_\_

What are the hours you intend to work? List Days of Week and Times: \_\_\_\_\_

Total number of hours per week you intend to work: \_\_\_\_\_

Describe the type of work you will perform for the employer: \_\_\_\_\_

**Employee:** \_\_\_\_\_  
Print Name Signature Date

**Supervisor:** \_\_\_\_\_  
Print Name Signature Date

**VP/Provost:** \_\_\_\_\_  
Print Name Signature Date

Please note: no employee is allowed to engage in any outside employment or other activity that is directly incompatible with the duties and responsibilities of the employee's state position, including any business transaction, private business relationship, or ownership. The employee is not allowed to accept outside compensation for performance of state duties. This includes acceptance of any fee, compensation, gift, reward, gratuity, expenses, or other thing of monetary value that could result in preferential treatment, impediment of governmental efficiency or economy, loss of complete independence and impartiality, decision making outside official channels, and disclosure or use of confidential information acquired through state employment. Incompatibility includes reasonable inference that the above has occurred, may occur, or has any other adverse effect on the public's confidence in the integrity of state government.

Thank you for completing this document. Your disclosure form will be reviewed and retained in your personnel file. Please update/amend forms as needed. This disclosure will be reviewed with your appointing authority if there are any questions related to the information you have reported. The appointing authority shall base approval on whether the outside employment interferes with the performance of your state job or is inconsistent with the interests of the state, including raising criticism or appearance of a conflict.