

## MEMORANDUM

**TO:** Deans, Directors, and Department Heads  
**FROM:** Chancellor W. Randolph Woodson  
**SUBJECT:** Annual Secondary Employment Approval  
**DATE:** September 15, 2011

University employees who are subject to the State Personnel Act (SPA) must comply with the state's policy on **Secondary Employment**. "Secondary employment" is work that produces income and that is performed for any entity, including self-employment (except work performed for another state of North Carolina agency/university, which is covered instead by the state's policy on **Dual Employment**).

To ensure that work performed outside of the University does not adversely affect the employee's ability to perform their duties for the State and does not create a real or perceived conflict of interest, the policy mandates that the employee must obtain approval before engaging in any secondary/outside employment, using the **Request for Approval of Secondary Employment** form.

Securing approval to engage in secondary employment is the responsibility of the employee. Approval for recurring secondary employment should be updated on at least an annual basis via the **Request for Approval of Secondary Employment** form.

The form must be signed by the immediate supervisor and the department head (as the Chancellor's designee), and must be on file in the individual's departmental personnel file no later than October 31 of each year. Please communicate this requirement to your employees and supervisors, and help ensure that SPA employees in your area have submitted requests and received approvals as appropriate.

Questions may be directed to HR's Employment Services at (919) 515-2135.

### RESOURCES:

**WEBSITE:** NC State University HR's website resource on Secondary Employment  
[http://www.ncsu.edu/human\\_resources/employment/sndemployment.php](http://www.ncsu.edu/human_resources/employment/sndemployment.php)

**FORM:** Request for Approval of Secondary Employment  
[http://www.ncsu.edu/human\\_resources/employment/pdf/secondary\\_employment.pdf](http://www.ncsu.edu/human_resources/employment/pdf/secondary_employment.pdf)

**POLICY:** Office of State Personnel (OSP) Policy on Secondary Employment:  
[http://www.osp.state.nc.us/manuals/3\\_Employment%20and%20Records/secempl.htm](http://www.osp.state.nc.us/manuals/3_Employment%20and%20Records/secempl.htm).

**ADDITIONAL INFO:** NC State University's website resource on Dual Employment  
[http://www.ncsu.edu/human\\_resources/employment/dual\\_employment.php](http://www.ncsu.edu/human_resources/employment/dual_employment.php)