

MEMORANDUM

TO: Deans, Directors, and Department Heads
FROM: Chancellor W. Randolph Woodson
SUBJECT: Annual Secondary Employment Approval
Date: September 21, 2012

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

To ensure that work performed outside of the University does not have an adverse effect on 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 supervisory approval before engaging in any secondary/outside employment. Approval is obtained by 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 must be updated on at least an annual basis. 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 employee's departmental personnel file by 31 October of each year. Please communicate this requirement to your employees and supervisors to help ensure that SPA employees have submitted requests and received approvals as required.

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

RESOURCES:

WEBSITE: Human Resources' website resource on Secondary Employment
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

POLICY: Office of State Personnel (OSP) Policy on Secondary Employment
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