CLASSIFIED EMPLOYEE
OUTSIDE EMPLOYMENT REQUEST

I hereby request permission to engage in work outside of my regular duties at Radford University as described below:

Nature of Employment: ___________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Duration of Employment: (include number of hours per week, beginning date and when employment will end)

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Significance of Work to Radford University: __________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Signature

__________________________________________  Date _____________________________

Signature Approvals:

Supervisor  Date _____________________________

Dean/Director/Department Head  Date _____________________________

Vice President  Date _____________________________
CLASSIFIED EMPLOYEE
POLICY FOR OUTSIDE EMPLOYMENT

Policy Statement

In accordance with Rule 9.5 of the Virginia Personnel Act, no classified employee shall engage in any other employment either in another agency or outside of the state service, or any private business, or in the conduct of a profession during the hours for which s/he is employed to work, or outside such hours in a manner or to an extent that affects or is deemed by the employing agency as likely to affect his/her usefulness as an employee or that is likely to be in violation of the Virginia Conflict of Interest Act.

Procedures

All requests for outside employment must be approved before the outside employment has begun. To initiate the request, the PR9 form, Classified Employee Outside Employment Request, must be completed and forwarded through each level of supervision to the Vice President. Any unapproved form will be so annotated and returned to the employee by the individual disapproving the request. The employee may appeal a request to the next level of supervision except in the case of a Vice President whose decision is final. Approved forms will be signed and returned to the employee with a copy to the Department of Human Resources. The copy of the approved PR9 form will be maintained by the Department of Human Resources in the employee's personnel folder.