



North Carolina Department of Public Safety

Request for Secondary Employment

In advance of accepting secondary employment, an employee planning to undertake secondary employment must request and obtain approval of secondary employment. Refer to the [Secondary Employment policy](#) for the specific guidelines.

_____ (Last Name) _____ (First Name) _____ (Middle Name) _____ Date of Request _____

_____ (Position Title) _____ (BEACON Personnel #) _____ Work Phone: _____ (Employee) _____ (Ext.) _____ (Supervisor) _____ (Ext.)

Division _____ Work Unit _____

Details of Proposed Secondary Employment

Employer Name _____ Start Date _____ Hours _____

Address _____

City _____ State _____ Zip Code _____

PROPOSED Type of work and schedule _____

Provide details for any/all "Yes" answers below. If necessary, attach additional pages to more fully answer the questions.

Does the Department of Public Safety (DPS) have any connection with the proposed secondary employment? No Yes

Does a State board or agency license regulate the proposed employer? No Yes

Is there a possible conflict of interest with your present employment with the Department of Public Safety? No Yes

Do you have a financial interest in the business? No Yes

1. Approval is made with the understanding that you may not be called off your Department of Public Safety job during working hours for the performance of any secondary work. **I have read or had read to me and I understand the policy governing secondary employment for the Department of Public Safety.** The secondary work I have requested is, in my opinion, within the rules of this policy. I understand it is my responsibility to inform my supervisor in writing of any major changes in the nature of the secondary employment.

2. I understand that: I must request approval annually and/or when I change position that results in a change in the supervisor, whichever occurs first.

3. Failure to provide accurate information regarding my secondary employment may be considered unacceptable personal conduct that could subject me to discipline up to and including dismissal.

4. Employee requests for approval of secondary employment, accompanied by any required supporting information, are considered public information and may be released upon request.

Employee Signature _____ Date _____

Approved?

No Yes _____ (Supervisor typed/printed name) _____ (Supervisor signature) _____ (Date)

No Yes _____ (Manager typed/printed name) _____ (Manager signature) _____ (Date)

No Yes _____ (State Personnel Director typed/printed name, if applicable) _____ (State Personnel Director signature, if applicable) _____ (Date)