R 5-3.5

OUTSIDE EMPLOYMENT/ACTIVITY

Name: _____

Position:_____ Place of Employment: _____

Name of Prospective Employer: _____

Nature of Business: _____

Exact Nature of Duties: _____

_____

Anticipated Number of Hours: (Daily) _____ (Weekly) _____ (Monthly) _____

Anticipated Start Date: / /

Anticipated Work Hours: _____ to _____

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Employment outside of the Mecklenburg County Public Schools must be reviewed by the employee's immediate supervisor and approved by the division superintendent.

No MCPS employee shall engage in any other employment either in another agency or outside of the state service, or in any private business, or in the conduct of a profession during the hours for which he is employed to work, through contract or work agreement for supplemental services which is likely to affect his efficiency and effectiveness as an MCPS employee.

The MCPS employee's primary professional obligation is with the Mecklenburg County Public Schools. The employee's duties with MCPS take precedence over any outside employment activity. These outside activities must not prevent the employee from being available for duty with MCPS any time when his job so requires.

The employee's signature indicates his intention to comply with this policy. This form must be submitted annually to the division superintendent for approval and each time the employee's outside employment changes.

Date: / / Employee's signature: _____

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___ Recommended by Supervisor ___ Not Recommended by Supervisor

Date: / / Supervisor's signature: _____

___ Request is Approved ___ Request is Denied

Date: / / Division Superintendent's signature: _____