

**Alamance Community College**  
**Secondary Employment for Multiple Positions**  
**Request and Approval Form**

**Employee's Name (print):** \_\_\_\_\_

**Colleague ID Number:** \_\_\_\_\_

**Primary Department:** \_\_\_\_\_

**Describe classes/courses/work to be done in Primary Department:** \_\_\_\_\_

\_\_\_\_\_

**Secondary Department:** \_\_\_\_\_

**Describe classes/courses/work to be done in Secondary Department:** \_\_\_\_\_

\_\_\_\_\_

**Weekly contact/work hours required in Primary Department:** \_\_\_\_\_

**Weekly contact/work hours required in Secondary Department:** \_\_\_\_\_

***Employee Acknowledgement:***

I have read and agree to follow the policy and procedure for secondary employment as set forth in the Alamance Community College Employee Policies and Procedures manual (<http://www.alamancecc.edu/human-resources-site/employee-policies-and-procedures-manual/employment-conditions/secondary-employment/>). I understand that approval for secondary employment (including multiple positions at the College) may be withdrawn at any time if it is determined that secondary employment has an adverse impact on my primary duties at ACC.

\_\_\_\_\_

**Employee Signature/Date**

\_\_\_\_\_

**Primary Position Supervisor/Date**

\_\_\_\_\_

**Secondary Position Supervisor/Date**

**Approved by:**

\_\_\_\_\_

**Vice President's Signature/Date**

\_\_\_\_\_

**Executive Vice President's Signature/Date**

\_\_\_\_\_

**President's Signature/Date**

***Completed, approved copy should be forwarded to Human Resources before start of secondary employment.***