



JACKSON STATE UNIVERSITY

P. O. Box 17028
JACKSON, MISSISSIPPI 39217-0228

OFFICE OF
HUMAN RESOURCES

(601) 979-2015
FAX No. (601) 979-5856

REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT

In accordance with the established regulations of the Board of Trustees of State Institutions of Higher Learning, members of the faculty and staff of Jackson State University are permitted to engage in outside employment, provided permission is first obtained from the executive office of the University shall grant permission to engage in outside employment only after having determined that the said employment will in no way interfere with institutional duties of individuals requesting such permission.

In addition, such individuals will not engage in a business or profession that would in any manner compete with a similar University business or professional over which he or she would have direct supervision, inspection, or purchasing authority within the University or outside agency, such being a conflict or interest. This is to request approval for outside employment with:

Name of Company _____ Address _____ City _____ State _____ Zip Code _____

Nature of outside employment: _____

Hours to be devoted to outside employment: _____ Termination date of outside employment: _____

This employment will () will not () involve the use of University's facilities, equipment, supplies, commodities, or support personnel.

This employment will () will not () conflict with my job at Jackson State University, and I understand that if it should be determined subsequent to approval that it does conflict directly and indirectly with the University's mission, I will be asked to make a decision as to whether to continue my employment at Jackson State University or to maintain my outside employment.

Printed Name of Employee: _____ S.S.#: _____

Signature: _____ Position: _____ Date: _____

APPROVED:

Supervisor: _____ Date: _____

Dean/Director: _____ Date: _____

Vice President: _____ Date: _____

President: _____ Date: _____

APPROVAL OF THIS REQUEST EXPIRES AUTOMATICALLY AT THE END OF THE FISCAL YEAR (JUNE 30th). IF A RENEWAL IS DESIRED, A NEW APPLICATION MUST BE FILED BY JULY 15TH FOR STAFF AND BY SEPTEMBER 15TH FOR FACULTY.