

DIVISION OF ADMINISTRATION

EMPLOYEE ACKNOWLEDGEMENT OF OUTSIDE EMPLOYMENT POLICY (NEW HIRE/NEW POSITION)

My signature hereon acknowledges:

1. I have received a copy of the Division of Administration's ***Outside Employment Policy***;
2. I have read the policy or have had someone read this policy to me;
3. I understand the content of this policy;
4. I agree to comply with the terms and conditions of this policy.

I further acknowledge that compliance with this policy is a condition of my employment and continued employment.

I am currently engaged in outside employment activities:

Yes

No

If you checked "Yes", please complete an ***Outside Employment Disclosure Statement*** form. The outside employment must be approved by the section head prior to an unconditional offer being made.

Printed Name

Section

Signature

Date