

**Secondary Employment**

\*\*\*\*\*

- All employees are expected to devote their primary attention to the requirements of their assigned jobs with SSD.
- Secondary employment is permitted, provided it does not affect an employee's regular work or present a conflict of interest.
- Secondary employment includes contract work and intermittent, part-time, or temporary employment.
- Any outside employment must be approved by your supervisor, School or Division Director, and the Appointing Authority.
- Conducting work of a secondary employment while on the job with SSD, or using SSD property, is strictly prohibited.

Employees seeking approval for secondary employment must fill out and sign the Secondary Employment Request Form and submit the completed form to his/her supervisor for approval.

Questions regarding this matter should be directed to the Human Resources Office.