



OUTSIDE ACTIVITIES REPORT FORM

This form is to be completed by all Georgia Highlands College full-time employees in fulfillment of policy requirements of the Board of Regents Policy Manual, Section 802.15
OUTSIDE ACTIVITIES

http://www.usg.edu/policymanual/section8/policy/8.2_general_policies_for_all_personnel/#p8.2.15_outside_activities

SECTION 1: OUTSIDE ACTIVITY VERIFICATION

Employee sign below and complete Section 2; forward to supervisor for approval

I am presently engaged/desire to engage in outside activities for profit or compensation.

I am aware of the regulations governing outside employment/activities and agree to terminate either the outside employment/activities or my employment at Georgia Highlands College should such outside activity interfere with the performance of my duties as a full-time employee or violate the policies established by the college.

I shall also promptly inform my supervisor of changes in any outside activity for which I receive approval.

Employee's Signature

Print Name

Date

SECTION 2: OUTSIDE ACTIVITY INFORMATION

Nature of Activity: _____

Location of Activity: _____

Extent of Activity (days/hours): _____

SECTION 3: RECOMMENDATION OF OUTSIDE EMPLOYMENT/ACTIVITIES

Supervisor: Indicate recommendations and forward to appropriate Vice President

Approve

Deny

The justification for this recommendation is as follows: _____

Supervisor's Signature

Print Name

Date

SECTION 4: VICE PRESIDENT REVIEW

Vice President Review and Forward to Human Resources

Approve

Deny

Vice President's Signature

Print Name

Date