

***CLASSIFIED EMPLOYEE  
OUTSIDE EMPLOYMENT REQUEST***

**I hereby request permission to engage in work outside of my regular duties at Radford University as described below:**

**Nature of Employment:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Duration of Employment:** (include number of hours per week, beginning date and when employment will end)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Significance of Work to Radford University:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Signature Approvals:**

\_\_\_\_\_  
Supervisor **Date** \_\_\_\_\_

\_\_\_\_\_  
Dean/Director/Department Head **Date** \_\_\_\_\_

\_\_\_\_\_  
Vice President **Date** \_\_\_\_\_

## ***CLASSIFIED EMPLOYEE POLICY FOR OUTSIDE EMPLOYMENT***

### **Policy Statement**

In accordance with Rule 9.5 of the Virginia Personnel Act, no classified employee shall engage in any other employment either in another agency or outside of the state service, or any private business, or in the conduct of a profession during the hours for which s/he is employed to work, or outside such hours in a manner or to an extent that affects or is deemed by the employing agency as likely to affect his/her usefulness as an employee or that is likely to be in violation of the Virginia Conflict of Interest Act.

### **Procedures**

**All requests for outside employment must be approved before the outside employment has begun.** To initiate the request, the PR9 form, *Classified Employee Outside Employment Request*, must be completed and forwarded through each level of supervision to the Vice President. Any unapproved form will be so annotated and returned to the employee by the individual disapproving the request. The employee may appeal a request to the next level of supervision except in the case of a Vice President whose decision is final. Approved forms will be signed and returned to the employee with a copy to the Department of Human Resources. The copy of the approved PR9 form will be maintained by the Department of Human Resources in the employee's personnel folder.