



Grace Brethren Church and Schools Secondary Employment Request

The following Employee:

Name

Primary Campus Location

Current Title/Job Position

Is seeking approval for Secondary Employment with:

Name of Secondary Employer

Address

Job Title

City

Below is a description of job duties required for secondary employment with this employer:

Anticipated # of hours/week expected to work: _____

Anticipated duration of employment: _____

Reason for engaging in Secondary Employment: _____

Additional Comments: _____

By signing below I agree that my job requirements from my primary employment with Grace Brethren Church and Schools are priority. I agree that this Secondary Employment is consistent with the philosophy and character expectations of Grace Brethren Church and Schools. Secondary Employment activity shall not occur in my employment workplace or during my regular employment hours. Resources of Grace Brethren Church and Schools shall not be utilized for any purposes such as email, computers, paper, envelopes, facilities, telephones, rosters, copiers, fax machines, postage machines, etc. I understand that this request must be renewed on an annual basis for approval.

Employee's Signature

Date

For Official Use Only:

This Employee has has not been approved for secondary employment.

Executive Director or Executive Pastor Approval

Date

Administrative Notes or Comments

Is employee meeting the performance standards for their primary employment responsibilities?

Yes No

Explain: _____

Is the Secondary Employment consistent with the philosophy and character expectations of the Grace Brethren Church and Schools.

Yes No

Explain: _____

Is the Secondary Employment consistent with the theological integrity of Grace Brethren Church and Schools?

Yes No

Explain: _____

Special Instructions

Explain: _____

Supervisor's Signature

Date