



## NOTIFICATION OF SECONDARY EMPLOYMENT

**Directions:** In compliance with the Ethics and Conduct Board Policy 5.120, a full-time administrator is required to complete the “Notification of Secondary Employment” form and submit the form for review and approval to the Superintendent immediately following the enactment of Board Policy 5.120 and, thereafter, prior to entering into an agreement of secondary (outside) employment. Secondary or outside employment includes any service for which compensation may, or will be paid, including but not limited to consulting services; where such employment overlaps during any 10, 11, or 12 month assignment with the Rockford Public Schools (including weekends, holidays, etc. during such 10, 11, or 12 month assignment).

It is the responsibility of the employee to notify the District by submitting a revised “Notification of Secondary Employment” form if the status of a previously approved secondary employment changes. If no change occurs with the previously approved secondary employment, the employee is required to re-submit the “Notification of Secondary Employment” form for review and approval on an annual basis.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Position: \_\_\_\_\_

Name and Address of Employing Entity:

\_\_\_\_\_  
\_\_\_\_\_

Actual or anticipated dates and times that associated with Secondary Employment:

\_\_\_\_\_  
\_\_\_\_\_

Does the secondary employer presently do business with or seek to do business with the Rockford Public Schools?

Yes  No If yes, please explain: \_\_\_\_\_

\_\_\_\_\_





**Employee Statement of Compliance:** This secondary employment (a) does not interfere with the performance of other responsibilities as a District employee; (b) is limited in time; (c) does not require use of institutional resources or facilities; and (d) does not constitute a conflict of interest as defined by Board Policy 5.120.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY THE SUPERINTENDENT**

Review and approval of the submitted "Notification of Secondary Employment" form by the supervisory chain of command indicates that this potential secondary employment does not constitute a conflict of interest as defined by Board Policy 5.120.

The request for secondary employment is  approved or  denied.

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: Following the superintendent's review and action, the original completed form is to be submitted to the Human Resources Department and a copy is to be sent to the employee.**

