

REQUEST FOR APPROVAL OF OTHER EMPLOYEMENT FOR ADJUNCT INSTRUCTORS

EMPLOYEE NAME:	ACADEMIC TERM
PRIMARY TECHNICAL COLLEGE: Southern Crescent Technical College	WORKLOAD UNITS:
SECONDARY TECHNICAL COLLEGE:	WORKLOAD UNITS:
SECONDARY TECHNICAL COLLEGE	WORKLOAD UNITS:
LIST AND SPECIAL ARRANGEMENTS:	

EMPLOYEE ACKNOWLEDGEMENT
<p>I have read the Technical College System of Georgia’s (TCSG) Other Employment Procedure and request approval to engage in other employment within the Technical College System as described on this attachment. I understand that the president of each college must approve this request prior to my beginning work with another college. A new request must be completed and approved each semester with a copy provided to the Office of Human Resources for each college.</p> <p>If this request is approved, my other employment will not:</p> <ul style="list-style-type: none"> Conflict or interfere with my current duties and responsibilities; Create the potential for improper decisions; or, Present an actual or perceived conflict of interest. <p>EMPLOYEE SIGNATURE: _____ DATE: _____</p>

PRESIDENTIAL APPROVAL		
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	President Signature:	Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	President Signature:	Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	President Signature:	Date:
<p>*Note that all hours worked within TCSG are combined under the Affordable Care Act (ACA) to determine healthcare eligibility. The technical college with the lowest record in PeopleSoft, the Human Resources Management System, will pay the employer cost for the calendar year following the most recently ended measurement period should the employee become eligible for health care benefits under the Affordable Care Act.</p>		
Reason (s) for Disapproval (if applicable)		