



County College of Morris
Reporting Form for Outside Employment

Check One: [] Faculty [] Non-Faculty

Instructions: Employees of the college shall annually report all continuous outside employment to their supervisor. College faculty shall annually report all continuous outside employment to the Dean of their division. "Continuous outside employment" means outside employment or business activity which requires that the employee render services, furnish goods or devote time to a business, professional practice, or to another employer or client, on a reoccurring basis. Continuing outside employment does not include an isolated commitment to serve as a guest lecturer or a singular instance of providing service or labor.

Name: _____ Position: _____

I am now engaged or plan to be engaged in outside employment as follows:

Outside Employer: _____
Address: _____
City, State, Zip _____

Description of work performed:

[Empty box for description of work performed]

Dates and times when outside employment will be performed:

Sunday _____ To _____
Monday _____ To _____
Tuesday _____ To _____
Wednesday _____ To _____
Thursday _____ To _____
Friday _____ To _____
Saturday _____ To _____

Other Schedule:

[Empty box for other schedule]

List any licenses or governmental authorization necessary to perform the outside employment:

- 1. _____
2. _____
3. _____
4. _____

Employee Signature

Date

Dean/Supervisor Signature
(forward to Human Resources)

Date