**MEMORANDUM**

**TO: Supervisor/President/Chancellor**

**FROM: Employee (printed and also signed)**

**DATE:** **Date**

**RE:** **Outside Employment**

As we discussed, this memorandum will confirm our conversation about my outside employment.

*This form should describe the following*

* An outline the nature or type of activity or work you engage in.
* The name of the entity or employer you anticipate working for.
* The anticipated begin and end dates of employment covered by this request.
* The expected commitment of time per week.

I have read and understand TBR Policies 5.01.05.00, Outside Employment and Extra Compensation for Additional Assignments and 1.02.03.10, Conflict of Interest. The requested outside employment activity will not violate those policies or any other TBR policy.  The proposed activity will not constitute a conflict of interest or commitment with my TBR duties, and it will not interfere with my ability to fulfill my TBR responsibilities. The outside employment will be performed in addition to normal working assignments and responsibilities.

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

Supervisor Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chancellor/President Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Copy: Human Resources