



Employee Name: _____

OUTSIDE EMPLOYMENT DISCLOSURES

As an employee of Aultman College, I acknowledge and understand the following:

An employee's obligation to Aultman is considered primary regardless of his/her employment status. Primarily time spent at Aultman should be spent on Aultman business, students, or coursework. An employee's employment elsewhere, while employed at Aultman, which adversely affects the employee's performance, scheduling, punctuality, or attendance is not acceptable. Outside employment that directly competes with Aultman must be approved by the employee's Director. Approval is necessary to avoid conflicts of interest and is designated to protect the employee as well as Aultman.

Please mark the appropriate box:

My employer is Aultman College. I am not employed or contracted by another organization at this time.

Besides my employment with Aultman College, I am an employee, business partner/owner or a contractor with the following organizations:

<u>Name of Organization</u>	<u>Address</u>	<u>Position</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CERTIFICATION

I hereby certify that the above information is true, correct and complete to the best of my knowledge, information, and belief.

Date

Signature

DIRECTOR REVIEW

Approved _____

Not Approved _____

Date

Signature