



High Plains Regional Education Cooperative

Request for Outside Employment

HPREC full-time and part-time staff members may engage in appropriate outside employment or activity for monetary gain that does not interfere with or detract from their ability to meet job performance responsibilities. Staff members may participate in outside employment that does not constitute a conflict of interest. Conflict of interest is defined as providing the same services that are delivered by HPREC to HPREC's customer districts, or services that interfere with your HPREC duties. Staff members who wish to engage in outside employment must complete this form and submit it to the Executive Director for approval. Approval must be obtained each time a staff member wishes to engage in an employment arrangement with any outside entity. HPREC's time, equipment, and resources may not be used to support employment other than that at HPREC. Requests for approval of outside employment will be evaluated on an individual basis.

I request permission to accept the following outside employment while on the payroll of High Plains Regional Education Cooperative. This request is made in accordance with the Policies and Procedures of High Plains Regional Education Cooperative. For the purposes of this request, I understand outside employment to be: employment or consulting with outside source.

Employing Agency: _____

Nature of Duties to be Performed: _____

Period of Outside Employment:

Begin Date: _____ End Date: _____

Time of Outside Employment:

Begin Date: _____ End Date: _____

Days of Outside Employment (Check all that apply):

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Average Number of Hours Per Week, Month, or Other Fixed Time Period Required for the Request Outside Employment: _____

I certify that the outside employment being requested does not create a conflict of interest with my HPREC responsibilities, nor does it interfere with my ability to meet the expectations of my job performance.

Signature: _____ Date: _____

For HPREC Office Use Only

___ Approved ___ Not Approved

Executive Director's Signature: _____ Date: _____