

REQUEST FOR SECONDARY WORK ASSIGNMENT

Acceptance of an offer of employment at King's College implies intent to render the most effective service possible. Primary responsibility is to the position for which the employee is hired and any secondary work, whether on or off campus, many not impinge on the performance of the employee in the primary position.

Teaching

Teaching at King's College or teaching at another institution must have prior written approval of the employee's senior staff member and is limited to no more than one course per semester. Maximum teaching per fiscal year would be two courses, no more than one course in any given semester including summer sessions. Exceptions are rare and must be approved by both the appropriate senior staff member and the Vice President Business Affairs. Teaching assignments should be scheduled outside the normal business hours of the College (8:30 AM to 4:30 PM). Exceptions require a written plan to make up the business hours lost as a result of the teaching assignment. The plan and request to teach during normal business hours must be approved by both the appropriate senior staff member and the Vice President Business Affairs.

Supplemental Work Assignments

Administrative and professional staff members many engage in other supplemental work assignments at King's if the activity will not interfere with the performance of core responsibilities at the College. Prior written approval of the employee's senior staff member is required prior to accepting a supplemental assignment.

Professional Employment Other Than Teaching

Administrative and Professional staff members may engage in other non-King's professional employment if the activity is outside of the person's normal working day at the College and if the activity will not interfere with the performance of the responsibilities at eh College. Prior written approval of the employee's senior staff member is required for consulting or any other professional practice.

Request:

Employee: _____ Department: _____

Assignment: _____

Hours:

Make-Up Plan (if applicable):

Signatures:

Employee: _____ Date: _____

Vice President: _____ Date: _____

VP Business Affairs (if applicable): _____ Date: _____