

DIVISION OF ADMINISTRATION

EMPLOYEE ACKNOWLEDGEMENT OF OUTSIDE EMPLOYMENT POLICY **(NEW HIRE/NEW POSITION)**

My signature hereon acknowledges that:

1. I have received a copy of the Division of Administration's *Outside Employment Policy*;
2. I have read the policy or have had someone read this policy to me;
3. I understand the content of this policy; and
4. I agree to comply with the terms and conditions of this policy.

I further acknowledge that compliance with this policy is a condition of my employment and continued employment.

☐ Yes ☐ No -- I am currently engaged in outside employment activities.

(If you checked "Yes", please complete an *Outside Employment Disclosure Statement* form. The outside employment must be approved by the section head prior to an unconditional offer being made.)

Printed Name (Last, First)

Section

Employee's Signature

Date