



Department of  
Human Resources

(601)979-2015  
Fax No. (601)979-5856

**REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT**

In accordance with the regulations established by the Board of Trustees of State Institutions of Higher Learning (IHL), members of the faculty and staff of Jackson State University are permitted to engage in outside employment, provided permission is first obtained from the supervisor, department head, and Vice President. The University shall grant permission to engage in outside employment only after having determined that the said employment will in no way interfere with the institutional duties of individuals requesting such permission.

In addition, such individuals will not engage in a business or profession that would in any manner compete with a similar University business or professional over which he or she would have direct supervision, inspection, or purchasing authority within the University or outside agency, such being a conflict of interest.

This is to request approval for outside employment with:

\_\_\_\_\_  
Name of Company                      Address                      City                      State                      Zip Code

Nature of outside employment: \_\_\_\_\_

Hours to be devoted to outside employment: \_\_\_\_\_ Termination date of outside employment: \_\_\_\_\_

This employment will ( ) will not ( ) conflict with my job at Jackson State University nor involve the use of University facilities or equipment. I also understand that permission to engage in outside employment can be denied or canceled if the outside employment unduly interferes with my work or that of the University.

Employee's Name (Printed): \_\_\_\_\_ J#: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Job Title: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED:**

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

Dean/Director: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVAL OF THIS REQUEST EXPIRES AUTOMATICALLY AT THE END OF THE CURRENT FISCAL YEAR (JUNE 30<sup>TH</sup>). IF A RENEWAL IS DESIRED, A NEW APPROVAL FORM MUST BE SUBMITTED BY JULY 15<sup>TH</sup> FOR STAFF OR BY SEPTEMBER 15<sup>TH</sup> FOR FACULTY.**

**\*\*ROUTE TO HUMAN RESOURCES FOR PROCESSING\*\***