

Instructions

The requestor completes part 1 and 3, obtains the appropriate signatures of approval in Parts 2 and 4, and forwards this form to the Office of Human Resources (OHR) for permanent placement in the employee's official Personnel Record. The completed original of this form must be submitted to the Office of Human Resources.

1. Outside Employment

Employee's Name _____

Employee's Division/Office _____

MSDE Classification or Job Title _____

Describe the position and duties to be performed for the outside employer (add additional pages if necessary):

Name and Address of Outside Employer _____

Estimate Time Required (hours, weeks, days, months) _____

Starting Date _____

Completion Date _____

Annual or Personal Leave or Compensatory Time Is Required: ☐ Yes ☐ No Amount _____

Type of Benefit to Employee: ☐ Wage ☐ Honorarium ☐ Other _____

2. Secondary Employment

Employment with another State agency, including Maryland institution of higher education is considered secondary employment. The Appointing Authority of the secondary employment agency/institution must sign this section to confirm the joint approval of hiring the employee.

Signature of the Appointing Authority
Secondary Employment Agency/Institution

Title

Date

3. Attestation

I affirm that I have read and signed the Ethics Law form and the proposed employment will not impede the performance of my regular assigned duties.

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Employee's Signature	Date

4. MSDE Approval Signatures

☐ Approved ☐ Disapproved

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Supervisor	Date

☐ Approved ☐ Disapproved

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Executive Director or Assistant State Superintendent	Date

☐ Approved ☐ Disapproved

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Deputy State Superintendent	Date

☐ Approved ☐ Disapproved

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State Superintendent or Designee	Date