

Policy/Process for Additional Employment

(To be used any time any time employment with an employer other than the school takes place or any changes in that employment)
Mail completed form to: School Director, 4535 Missouri Flat Road, Ste. 1A, Placerville, CA 95667

Employee name: _____ **Date:** _____

School: _____

I understand my employment outside of the charter school listed above must not in any way interfere with the schools conflict of interest policy.

I understand my employment outside of the charter school listed above, must not in any way interfere with the performance and timeliness of all my job duties described on my job description, as per School Employee Handbook.

Should it be determined that the outside employment has a negative impact on my job performance for the above stated Charter School, as a condition of continued school At-Will Employment, I may be required to lower my student count or terminate the additional outside employment.

I understand that as an employee working the equivalent of more than ½ time work to a full-time position outside of this charter school I will be limited to a reduced student load with this charter school.

Additional employment listed below is to begin/has begun on (date): _____

I have listed below any employment outside my employment with this charter school.

Employer	Type of work	# of Hours	If school employee provide FTE and/or # of students served

I will keep the School Director informed of any changes to my outside employment status. I understand I am required notify the School Director of my outside employment status.

Employee Signature

Date

Employee Name (please print)