

# SS/OG Notification of Additional Employment

*(For use by credentialed school employees to notify the school directors of any employment status change that may impact an employee's work with this charter school. To be used at any time outside employment status changes.)*

Mail completed form to: Janet Marsh, Director, 1166 Broadway, Suite Q, Placerville, Ca 95667

Employee name: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_

As stated in the school employee handbook I received when first employed, I understand my additional employment outside of this above stated Charter School must not in any way interfere with the performance and timeliness of all of my job duties described on my job description or create a conflict of interest situation. Should it be determined that the outside employment has a negative impact on my job performance for this stated Charter School, as a condition of continued "at will" employment with this Charter School, I may be required to lower my student count or terminate the additional outside employment.

An employee working the equivalent of a  $\frac{1}{2}$  to full-time position outside of this charter school will be limited to the maximum part-time student load with this charter school.

Additional employment listed below to being on (date): \_\_\_\_\_

Additional Employment you plan to work concurrently with us (provide name of employer/location/type of work):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hours of work each week for a non-IEM employer listed above: \_\_\_\_\_

I will keep the school director informed of any changes to my outside employment status. I understand that failure to notify the school director of my outside employment status may be grounds for termination of my "at will" employment with this charter school.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date