



REID STATE TECHNICAL COLLEGE

"The College That Works"

Notification of Outside Employment or Activities (that may constitute a conflict of interest)

Employee Name: _____

Job Title: _____ Department: _____

This is to inform you of my intent to engage in outside employment or activity.

☐ None to Report (Go to signature line below.)

Company/Institution/Activity: _____

Title: _____

Duties: _____

This employment or activity falls within the guidelines of Alabama Community College System Board of Trustees Policies and Procedures 615.01 and: (1) will not interfere with the performance of my current job responsibilities; (2) is limited in time; (3) is compatible with the interests of the College; and, (4) does not require the use of the College's resources or facilities.

Employee Signature

Date

Supervisor

Date

Dean

Date

President

Date

☐ Approved

☐ Not Approved