



**NOTIFICATION OF
OUTSIDE EMPLOYMENT**

In an effort to comply with Tulane University’s policy for Outside Employment, staff employees who are currently employed with organizations other than the University are required to complete this form. As per the policy, employees are permitted to engage in outside employment as long as it does not interfere with work performance and/or work hours. Specific details of this policy are located within the Tulane University’s Staff Handbook.

Please complete the information below regarding your employment with Tulane University

(Please print)

Employee’s Name: _____ SSN: _____

Department: _____ Position: _____

Supervisor: _____ Work Schedule: _____

Please complete information regarding your OUTSIDE EMPLOYMENT:

Company: _____ Department: _____

Position: _____ Work Schedule _____

Comments:

Signatures below indicate acknowledgement that employee notified supervisor of outside employment. Please return form to the Office of Human Resources, 200 Broadway, Suite 120, New Orleans, LA. 70118.

Employee’s Signature: _____ Date: _____

Supervisor’s Signature: _____ Date: _____