

TO: LSC Office of Human Resources

FROM:

SUBJ: Other VSC Employment/Alternative Work Schedule

I have been offered VSC employment during the regular work day separate from my full-time position with Lyndon State College for the _____ semester or for the time period specified as follows: [start] _____ - [end] _____.

Other VSC employment includes but is not limited to a part-time teaching assignment and/or separately contracted work with Lyndon State College or another entity within the Vermont State Colleges. In accordance with LSC policy, I have discussed this opportunity with my supervisor and we have agreed on a revised schedule of work time that will allow me to accept additional employment but will still provide full-time commitment to my responsibilities and will not adversely affect the performance of my duties.

I understand that permission to engage in other VSC employment is not a presumptive right.

My revised work schedule and/or planned use of accrued leave is specified as follows:

Signature: _____ Date: _____

Your typed name above will represent your signature on this form

To be completed by supervisor:

Approved

Disapproved

Signature: _____ Date: _____

Forward to Office of Human Resources.