



OFFICE OF HUMAN RESOURCES MANAGEMENT

JOHN T. WILLIAMS ADMINISTRATION BUILDING
PRINCESS ANNE, MARYLAND 21853-1299

TELEPHONE: (410) 651-6400
FAX: (410) 651-6500

Request for Approval of Secondary Employment
(Must Be Completed for Employment Outside Department)

Our review of your application/contract for a position with the University of Maryland Eastern Shore indicates that you are currently employed with the State of Maryland in the _____ Agency/Department. Pursuant to State of Maryland regulations, your primary department must approve your secondary employment. Please obtain this approval by having the appropriate authorities complete the section below and return it to the Office of Human Resources Management. Your secondary employment contract will not be processed until this completed form is received in the Office of Human Resources.

Consistent with previous discussions, the terms of your employment are as follows:

1. **Position** _____
2. **Department** _____
3. **Duties** _____
4. **Semester/Dates of Employment** _____
5. **Specific times and days per week** _____
6. **Rate of Pay** _____

This is to certify that _____ is a full time employee at the University of Maryland Eastern Shore in the classification of _____ and that the requested employment at the University of Maryland Eastern Shore is in addition to and will not interfere with the employee's normal working hours or responsibilities. I hereby approve the employment as described above.

Department Head Signature

Date

Original to Human Resources
Copy to Employee
Copy to Authorizing Department