



Off-Campus Secondary Employment Approval Form

Full-time Lenoir Community College employees are expected to dedicate full-time service to their College duties. All off-campus secondary employment must be approved by the President and must not interfere with the employee's primary job. ***This form is valid from July 1 to June 30; it must be renewed each fiscal year and/or when there is a change.***

Employee Name: _____

LCC Position Title: _____

Secondary Employer
(include location): _____

Nature of employer's business and description of duties to be performed:

Off-Campus Work Schedule: _____

Does your off-campus employment consist of teaching an Internet course? ☐ Yes ☐ No

By signing this form, I understand and agree with the conditions outlined in Procedure 7.1.7.6 Off-Campus Employment.

Employee Signature _____
Date

☐ Approved ☐ Not Approved _____
Dean Signature _____
Date

☐ Approved ☐ Not Approved _____
Vice-President Signature _____
Date

☐ Approved ☐ Not Approved _____
President Signature _____
Date

Comments: _____

