



OLD DOMINION UNIVERSITY

Research Foundation

Request for Secondary Employment ODU Classified and Non-Faculty Employees

Outside employment is defined as employees of ODU working for ODU Research Foundation whether or not such work is performed on campus. This form should be used by classified employees (administrative and non-Faculty) to seek advance approval for additional employment within ODU Research Foundation in accordance with University and ODU Research Foundation policies.

Name	UIN	Contact Phone #	Department
ODU PositionTitle		ODU Work Schedule (days and times)	
ODU Hourly Rate Equivalent / Salary		Are the RF work hours outside of your ODU schedule? Y N	Is the scope of work outside your duties with ODU? Y N

- o The Commonwealth of Virginia Standards of Conduct Policy 1.60 states the following regarding outside employment: Employees are required to notify agencies of outside employment.
- o Employees are prohibited from engaging in outside employment during the hours that they are employed by the University.
- o Formal written approval must be obtained from the Dean or Vice President for employees of the University to work for ODU Research Foundation.
- o The written approval must be forwarded to ODU Human Resources to document approval.

- o When performing work for ODU Research Foundation, this is considered secondary employment and cannot be conducted during an employee's regular working hours for ODU.
- o New hire paperwork may be required.
- o An electronic timesheet must be submitted bi-weekly to the ODU Research Foundation for pay. This time cannot overlap with the employee's ODU work schedule. The link is: <https://hera.odurf.odu.edu/TimeSheet>.

Please describe the scope of work to be conducted for ODU Research Foundation:

Describe in detail your regular ODU position duties and how the above scope of work is outside of your ODU duties:

RF Project #	Date(s) and time(s) of work to be performed:	Wage Budget (cannot exceed ODU rate)
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The signature below signifies that the employee understands that any breach of the supplemental external employment can result in employee corrective action with the University and ODU Research Foundation, up to and including termination. By signing, the immediate supervisor and employee are confirming that the ODU Research Foundation employment does not conflict with the University's mission and objectives. Additionally, the supplemental work will not impede the employee's University responsibilities and duties. All classified employees intending to accept employment with ODU Research Foundation must sign below indicating that they understand the guidelines.

Approvals:

1.) Employee Signature

5.) RF HR Director Signature

2.) Supervisor or PI Signature

6.) RF GCA Signature

3.) Chair Signature

7.) RF Executive Director Signature

4.) Dean or VP Signature (if applicable)

** This form must be completed & submitted to both the ODU and ODU Research Foundation HR Departments, and a copy must be kept by the employee and supervisor.**