



Employment - Determination of Conflict

Employee Name

Date

IHLS Job Title

Work Location

I understand that I may choose to (or have) a second job, do consulting work, present workshops and seminars, or do voluntary work as long as that job does not interfere with my IHLS responsibilities. I also understand that I will be held to the same performance standards and scheduling expectations as all other employees.

I **do not** have secondary employment (or)

I **do** have secondary employment. Information on my secondary employment is below:

Name of Employer (or Prospective Employer)

Job Title of Secondary Job

Typical Work Days

Typical Work Hours

Primary Job Duties: _____

Employment Relationship

Employee Consultant Other (specify): _____

Employee Signature

Date

Supervisor Signature

Date

Executive Director's Recommendation: The secondary job does not present a conflict of interest

The secondary job does present a conflict of interest

Executive Director's Signature

Date

Board of Director's Decision:

Concur with recommendation

Does not concur with recommendation

Initials

Board Meeting Date