

Secondary Internal Position Approval Form



Must be completed by NSGEU, CAW, CUPE and non-union employees prior to accepting any secondary position on campus. Offers of secondary positions without prior approval will be invalid.

Employee Name:

Date:

Human Resources Department
 StFX University, PO Box 5000
 Antigonish, Nova Scotia
 Canada B2G 2W5
 Phone: 902-867-2466
 Fax: 902-867-3345
<http://www.stfx.ca/administration/hr/>

Primary Position Information

Primary Job Title:

Primary Manager:

Director of Dept:

Num Hrs per Wk:

Secondary Position Information

Secondary Job Title:

Secondary Supervisor:

Num Hrs per Wk:

Start Date:

End Date:

List complete schedule of hours expected per week (class and office hrs)

Mon	Tues	Wed	Thurs	Fri	Sat	Sun

Please note:

As per the Secondary Internal Position Policy, employees will not be permitted to accept secondary positions which total more than 20 hours per week above the weekly hours of their primary position. With regard to stipendiary teaching, employees who hold full-time NSGEU, CAW, CUPE or non-union positions will not be permitted to teach more than one stipendiary course per academic term. No secondary position shall interfere with the previously contracted hours and expectations of the primary position. All proposals which require exceptions to these rules will be considered on a case by case basis by the relevant area Director and Human Resources.

Employee Signature Date:

Required Approvals:

Primary Supervisor : Date:

VP of Primary Position Area Date:

VP of Secondary Position Area Date:

HR Director Signature Date: