

COLORADO SCHOOL OF MINES

Request to Perform Extra Mines Services for Additional Remuneration

Pursuant to Section 6.4.2 of the Mines Faculty Handbook, this form is to be completed and submitted to the employee's department head or direct supervisor to request authorization for perform extra Mines services for additional remuneration. Please refer to the Handbook for more information.

The request must be submitted prior to performing the extra Mines services.

Please refer to Section 3.2 of the Academic Affairs Procedures Manual for more information.

Attach additional sheets if the space provided below is inadequate.

Employee Name: _____

CWID: _____

Department: _____

1. Specifically describe the nature of the extra Mines services to be undertaken:

2. Projected dates of extra services: _____

3. Estimated amount of time involved in performing the extra Mines services:

4. During the time you plan to perform the extra Mines services, will you continue being paid directly by Mines or by an external funding source for your Mines employment?

Yes

No

Amount of extra pay you will be earning: \$

(Attach Payroll Action Form)

If yes, please explain how this does not create a conflict of commitment:

5. Describe how the extra Mines services will enhance or support your activities as a Mines employee:

6. Describe any actual or potential conflicts of interest between the extra Mines services and your primary Mines assignment:

7. Provide a statement addressing the issue of potential conflict of commitment with your primary Mines assignment:

8. Other extra Mines services that I am currently performing for additional remuneration include (if none, please state):

Employee Name (Printed/Typed)

Date

Employee Signature

Date

Academic Department Head *or* Direct Supervisor Signature

Date

Academic Dean *or* Next Level Supervisor Signature

Date

Provost Signature (only needed for requests from DHs or Deans)

Date