



San José State
UNIVERSITY
FOUNDATION

Request For Additional Employment Non-Faculty, Exempt Employees

Date	
Employee Name	
Title	
Department	
Regular Acct. #	
Supervisor	
Additional Project or Account #	

Current Position Description - ____% FTE

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Additional Employment is made up of - ____% FTE, and of the following duties and responsibilities, distinctly different from my current exempt position.

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Employee Signature/ Date	
Supervisor Signature / Date	
HR Director Signature / Date	
COO Signature / Date	