



Anchorage School District

Reporting of Contemporaneous Employment

In accordance with AMC 1.15.025(c) and ASD School Board Policy 930.2, regular employees who have or intend to have contemporaneous service or employment, including self-employment, must report that service or employment. However, the following need not be reported unless there is a potential for violation of other provisions of Board policy.

1. Service or employment that is in a profession, skill, or trade different from any profession, skill or trade the employee performs as part of his or her job duties for the District.
2. Service or employment that is performed entirely outside of the employee's scheduled work year.

Employees are responsible for reviewing the appropriate policies and complying with the requirements therein.

Employee Name: _____

ASD Department or School: _____

Name of outside employer (indicate if self-employed): _____

Description of employment including dates:

I certify to the best of my knowledge that my statement is true, correct, and complete. In addition to any other penalty or punishment that may apply, the submission of a false statement is a violation of AMC 1.15.

Employee Signature

Date

Supervisor Name: _____

Comments:

Supervisor Acknowledgement

Date

Cabinet Level Signature

Date

Approved

Approved contingent upon the following terms & conditions:

Employee should complete and sign the form and forward to his/her supervisor who will sign and forward to their direct report to the superintendent. The approved form will be kept on file at the ASD Education Center. The employee will be contacted if there are any additional questions or concerns.