



## Anchorage School District Reporting of Contemporaneous Employment

In accordance with Anchorage Municipal Code and Anchorage School Board Policies, regular\* employees who have or intend to have contemporaneous service or employment, including self-employment, must report that service or employment under certain conditions. Employees must comply in all respects with Anchorage School Board Policies 4135 and 4136 (or 4235 and 4236 for classified; 4335 and 4336 for managers) and with AR 4135.3 (or 4235.3/4335.3). Employees may not provide services to students on ASD caseload. Employees may not use ASD time or resources to solicit business. *\*defined as non-temporary employees or long-term substitutes*

Please answer the questions below to determine if there is a need to report contemporaneous employment:

1. Is the contemporaneous service or employment in a profession, skill, or trade **the same as** any profession, skill, or trade you perform as part of your job duties at the Anchorage School District? ☐ Yes ☐ No
2. Is the contemporaneous service or employment performance period **within any portion** (i.e. not entirely outside) your scheduled work year for ASD? ☐ Yes ☐ No
3. Is the contemporaneous service or employment with a company that **currently does business** with the Anchorage School District? (If unknown, please call the Purchasing Department at 742-8625.) ☐ Yes ☐ No
4. Is the contemporaneous service or employment with a company that **wishes to do business** with the Anchorage School District? ☐ Yes ☐ No

**If the response to any of the above questions is yes, please complete the remainder of this form.**

### ASD Employment:

ASD Employee's Name:	_____	Mailing Address:	_____
ASD Position*:	_____	(City, State, Zip)	_____
School/Dept:	_____	Work Phone:	_____
Date Submitted:	_____	Home/Cell Phone:	_____

☐ I have attached a copy of my **\*ASD job description** for the position listed above. (initial: \_\_\_\_\_)

☐ I acknowledge I am responsible for reviewing the appropriate Anchorage School Board and Municipal policies and complying with the contemporaneous service or employment requirements therein. (initial: \_\_\_\_\_)

### Contemporaneous Employment:

I am **self-employed** for the purposes of contemporaneous employment: ☐ Yes ☐ No

**Name of business** where you are or intend  
to be contemporaneously employed: \_\_\_\_\_

Address of business: (street address) \_\_\_\_\_  
(city, state, zip) \_\_\_\_\_

Business phone number: \_\_\_\_\_

**Alaska Business License** number: \_\_\_\_\_

Dates of contemporaneous employment: beginning \_\_\_\_\_ to \_\_\_\_\_

Job title of contemporaneous employment position: \_\_\_\_\_

Description of contemporaneous employment duties: \_\_\_\_\_

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Contemporaneous employment days of the week worked: \_\_\_\_\_

Contemporaneous employment working hours: \_\_\_\_\_

*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

Print supervisor's name: \_\_\_\_\_

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Supervisor's comments:

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\_\_\_\_\_  
Supervisor Acknowledgement

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Human Resources Officer Signature

\_\_\_\_\_  
Date

☐ Approved

☐ Not approved

☐ Approved contingent upon the following terms & conditions:

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Employee should complete the form and forward it to his/her supervisor. The supervisor will acknowledge the form and forward the original to the Chief Human Resources Officer and a copy to the Purchasing Department. The employee will be contacted by the Chief Human Resources Officer if there are any additional questions or concerns. The completed form will be kept on file at the ASD Education Center and the employee will receive a copy.