



INTERSESSION SECONDARY EMPLOYMENT NOTIFICATION FORM

Any bargaining unit employee with a regular work schedule of less than 52 weeks per year should complete this form to report INTERSESSION SECONDARY EMPLOYMENT. Secondary employment is non-CPS employment for remuneration.

This form may be completed electronically, but **must** be printed out and signed prior to submission.

CPS EMPLOYMENT INFORMATION	
<i>Complete these boxes with information relating only to CPS employment.</i>	
NAME	ADDRESS
WORK PHONE	CELL OR HOME PHONE
JOB TITLE	SCHOOL NAME/AREA OFFICE OR DEPARTMENT
DESCRIPTION OF DUTIES	
WORK SCHEDULE: Please specify start and end times for each day (for example <u>8am - 5pm</u>). Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____ Sun _____ Variable/Other Hours: Please describe. _____	

SECONDARY EMPLOYMENT INFORMATION (Including Ownership/Partnership in any Business)	
<i>Complete these boxes with information relating only to secondary employment.</i>	
NAME OF EMPLOYER OR BUSINESS	TYPE OF BUSINESS
ADDRESS OF EMPLOYER OR BUSINESS	Is this address where you perform your duties? <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, Please provide the address where you perform your duties:
NAME OF SUPERVISOR	TITLE OF SUPERVISOR
DESCRIPTION OF DUTIES	
WORK SCHEDULE: Please specify start and end times for each day (for example <u>6pm - 8pm</u>). Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____ Sun _____ Variable/Other Hours: Please describe. _____	

CPS EMPLOYEE CERTIFICATION OF COMPLIANCE

I, _____, certify that this secondary employment does not conflict with any of the duties or demands of my CPS employment.

EMPLOYEE SIGNATURE

DATE

PLEASE SUBMIT COMPLETED FORM BY U.S. MAIL, MAIL RUN, OR EMAIL TO:

Jennifer L. Chan
Ethics Advisor
Chicago Public Schools
1 North Dearborn, Suite 900
Chicago, IL 60602
ethicsinquiries.edu
Mail Run 125

Please direct any questions regarding ethics review to Jennifer L. Chan or ethicsinquiries@cps.edu.

PLEASE NOTE: Pursuant to Section XIII of the Code of Ethics, the Ethics Advisor reserves the right to reverse any secondary employment approval that does not comply with the CPS Code of Ethics or any other statute that may apply.