



**University of Arkansas at Pine Bluff  
Internal Concurrent Employment Request**

**Primary Supervisor Review**

**Supervisor's Assessment**

**Yes No**

Employee is meeting performance expectations

Secondary duties will not interfere with primary responsibilities

Proposed schedule does not conflict with primary work hours

Overtime/FLSA concerns have been reviewed

**Recommendation:**

Approve  Deny

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Human Resources Review**

**Review Item** **Completed**

Policy Compliance Reviewed

FLSA/Overtime Reviewed

Conflict of Interest Reviewed

Compensation Limits Reviewed

**Recommendation:**

Approve  Deny

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Vice Chancellor Approval**

Recommendation:

Approve  Deny

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Chancellor Approval**

Recommendation:

Approve  Deny

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_