

**DISCLOSURE OF OUTSIDE EMPLOYMENT
AND
CODE OF GOVERNMENTAL ETHICS**

In accordance with Louisiana Revised Statutes and policies of the University of Louisiana Board of Supervisors, each full-time employee of The University of Louisiana at Monroe must report any outside employment for which a salary, retainer, fee, or other form of remuneration is paid. A separate disclosure form is required for each outside employment activity reported. Should an additional outside employment activity be initiated subsequent to the annual disclosure date, a separate form must be submitted at that time. If no outside employment qualifies for disclosure, please fill in Name, Title or Classification, and Department and state "none" in the blank for Name and Address of Outside Employer or Business.

Employee Name: _____

Department: _____ **Title or Classification:** _____

Name & Address of Outside Employer or Business: _____

Time Commitment

Required: _____ **Inclusive Dates of Activity:** _____

1. Describe the nature of the outside employment: _____

2. Will this outside employment, combined with any other outside employment previously approved, prevent or infringe upon the performance of regularly assigned full-time duties? _____. If yes, please explain:

3. Will this outside employment entail the utilization of university facilities, equipment, materials, or involve other university employees or students? _____. If yes, please explain: _____

4. Will this outside employment involve an entity currently doing or actively seeking to do business with your university department or administrative unit? _____. If yes, please explain: _____

5. Will this outside employment involve any other governmental entity (local, state, federal)? _____.

If yes, please explain: _____

It is understood that:

1. You may not represent an outside employer as an employee of the university.
2. Any views you may express on behalf of an outside employer do not necessarily reflect the views of the university.
3. The name of the university and or your official capacity at the university cannot in any way be used in support of any position you may take in behalf of an outside employer.
4. You have familiarized yourself with Louisiana Revised Statutes 42:61 et seq. and the policies of the Board of Supervisors for the University of Louisiana System relative to dual employment and outside employment.

Code of Governmental Ethics:

It is understood that you have familiarized yourself with the Code of Governmental Ethics (Louisiana Revised Statutes 42:1101 et seq.) relative to the ethical standards for public employees (Payment from nonpublic sources, prohibited transactions, prohibited contractual arrangements, gifts, illegal payments, influencing action by legislature, and nepotism).

The Louisiana Revised Statutes are available at <http://www.legis.state.la.us/> and the policies of the Board of Supervisors may be viewed at <http://www.uls.state.la.us/>.

Employee

Signature: _____ **CWID # or Soc. Sec. #:** _____ **Date:** _____

Department Head/Division Head _____ **Date:** _____
(Immediate supervisor)

President: _____ **Date:** _____

Comments:

