

# UNIVERSITY OF LOUISIANA AT MONROE

## Disclosure of Outside Employment

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 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, Department, Title or Classification, and state "NONE" in the blank for Name and Address of Outside Employer or Business.

**Employee Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Title or Classification:** \_\_\_\_\_

**Name of Outside Employer or Business:** \_\_\_\_\_

**Address of Outside Employers or Business:** \_\_\_\_\_

**Time Commitment Required (hours per week/month):** \_\_\_\_\_

**Duration of Outside Employment:** \_\_\_\_\_

1. Describe the nature of 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 involve the utilization of university facilities, equipment, materials, or involve other university employments 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. Any views you may express on behalf of an outside employer do not necessarily reflect the views of the university.
2. The name of the university or your official capacity at the university cannot in any way be used in support of any position you may take on behalf of an outside employer.
3. 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.
4. I have taken appropriate leave for any hours worked during my normal business hours.
5. If you begin any outside employment activities after completing this form, you are required to complete another form at the time such employment begins.

**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.ulsystem.net>.

**Employee**

**Signature:** \_\_\_\_\_ **CWID or SSN:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head/Division Head**

**(Immediate Supervisor):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_