**UNIVERSITY OF LOUISIANA MONROE**

Conflict of Commitment and Disclosure of Outside Employment Form

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 Monroe must report any outside employment for which a salary, retainer, fee or other remuneration is paid. Should an additional outside employment activity be initiated subsequent to the annual disclosure date, a separate form must be submitted at that time. Complete the form below for review and approval by university administration. If no outside employment qualifies for disclosure, the entire form must still be completed with the exception of Part 6. **Each outside employment agency must be disclosed separately.** If you are engaged in outside employment or consulting activities with more than one agency, complete and attach the extra Outside Employment Agency Form that is attached to this document.

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**Part 1: Understanding Outside Employment**

For the purposes of this disclosure, I understand outside employment to include:

a) Employment or consulting with any non-University employer; \_     \_\_ \_     \_\_

 (Initial) (Date)

b) Activity for which economic benefit is received; \_     \_\_ \_     \_\_

 (Initial) (Date)

c) Contracts to provide consulting, personal or professional services \_     \_\_ \_     \_\_

 to non-University individuals or entities, including publishing (Initial) (Date)

agreements or arrangements;

d) Self-employment or operation of a business. \_     \_\_ \_     \_\_

 (Initial) (Date)

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**Part 2: Conflict of Commitment Disclosure**

Do you teach any courses for credit outside the University of Louisiana Monroe?

**No** **[ ]**  **Yes** **[ ]**  (If yes, please explain when classes are being taught and the amount of time spent each week)

Do you use the name or resources of the University of Louisiana Monroe in connection with outside employment/income?

**No** **[ ]**  **Yes** **[ ]**  (If yes, please explain):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 3: Acknowledgement as Related to Louisiana Law**

I understand that:

a. I may not represent an outside employer as an employee of the university. Any views I may express on behalf of

 an outside employer do not necessarily reflect the views of the university. \_     \_\_

 (Initial)

b. The name of the university or my official capacity at the university cannot in any way be used in support of any

position I may take on behalf of an outside employer. \_     \_\_

 (Initial)

c. I understand that I must be familiar 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. \_     \_\_

  (Initial)

d. I must take appropriate leave for any hours worked during university business hours. \_     \_\_

 (Initial)

e. If I begin any outside employment activities after completing this form, I am required to complete another form at

the time such employment begins. \_     \_\_

 (Initial)

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**Part 4: Acknowledgement of Completion of Training on Outside Employment \_****\_\_\_ \_****\_\_\_**

 (Initial) (Date)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part 5: 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>.

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**Part 6: Outside Employment Agency**

[ ]  I **DO NOT** have outside employment

 (Continue to part 7, sign, and submit)

[ ]  I **DO** have outside employment

For **ONE** outside employment agency: Complete the information below for the outside employer, sign on page 2, and submit.

For **MULTIPLE** outside employment agencies: Complete the information below for first employer, sign on page 2, complete as many copies of page 3 as needed, sign and submit all documents.

Name and Address of Outside Employer or Business:

Duration of Outside Employment or Activity:      /     /      -      /     /

Time Commitment Required (hours per week/month):

Describe the nature of the outside employment:

1. Will this outside employment, combined with any other outside employment previously approved, prevent or infringe upon the performance of regularly assigned full-time duties (including classes, course preparation, advising, office hours, or other university related work)?

**No** **[ ]**  **Yes** **[ ]**  (If yes, please explain):

2. Will this outside employment involve the utilization of university facilities, equipment, materials, or involve other university employees or students?

**No** **[ ]**  **Yes** **[ ]**  (If yes, please explain):

3. Will this outside employment involve an entity currently doing or seeking to do business with the university or your university department or administrative unit?

**No** **[ ]**  **Yes** **[ ]**  (If yes, please explain):

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

**No** **[ ]**  **Yes** **[ ]**  (If yes, please explain):

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**Part 7: Acknowledgement of Disclosure**

**My printed name and signature below is an attestation of the accuracy, completeness, and truthfulness of the information submitted.**

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

**Printed Signature Date**

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

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**Approval of Disclosure**

The Conflict of Commitment and Disclosure of Outside Employment form must be completed and submitted for review regardless of whether outside employment is disclosed by the employee on the form. If “I Do Not Have Outside Employment” is selected, this form should be submitted to the employee’s Program Director/Director for review and approval and retained in employee’s personnel file.. If “I Do Have Outside Employment” is selected, the form should be submitted for review and approval to the employee’s Department Head followed by the School Director, Dean/Director, and the University President.

**Program Director (If Applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Printed Signature Approval Date**

**Approval Recommended: 🞏 Yes 🞏 No Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Director (If Applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Printed Signature Approval Date**

**Approval Recommended: 🞏 Yes 🞏 No Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean/Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Signature Approval Date**

**Approval Recommended: 🞏 Yes 🞏 No Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**University President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature Approval Date**

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

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**\*This page is only to be completed if an employee has more than one outside employment activity to disclose.**

**Employees of the University MUST disclose all outside employment activities. Complete and attach this form to the ULM Conflict of Commitment and Disclosure of Outside Employment Form to disclose additional outside employment activities. This form must be signed and dated by both the University employee and the supervisors approving the outside employment. Complete and attach a separate copy of this form for each additional outside employment activity being disclosed.**

**Outside Employment Agency:** (If needed)

[ ]  I **DO NOT** have outside employment

 (Continue to part 7, sign, and submit)

[ ]  I **DO** have outside employment

For **ONE** outside employment agency: Complete the information below for the outside employer, sign on page 2, and submit.

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Name and Address of Outside Employer or Business:

Duration of Outside Employment or Activity:      /     /      -      /     /

Time Commitment Required (hours per week/month):

Describe the nature of the outside employment:

1. Will this outside employment, combined with any other outside employment previously approved, prevent or infringe upon the performance of regularly assigned full-time duties (including classes, course preparation, advising, office hours, or other university related work)?

**No [ ]**  **Yes [ ]**  (If yes, please explain):

2. Will this outside employment involve the utilization of university facilities, equipment, materials, or involve other university employees or students?

**No [ ]**  **Yes [ ]**  (If yes, please explain):

3. Will this outside employment involve an entity currently doing or seeking to do business with the university or your university department or administrative unit?

**No [ ]**  **Yes [ ]**  (If yes, please explain):

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

**No [ ]**  **Yes [ ]**  (If yes, please explain):

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**Program Director (If Applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Printed Signature Approval Date**

**Approval Recommended: 🞏 Yes 🞏 No Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Director (If Applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Printed Signature Approval Date**

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**Dean/Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Signature Approval Date**

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**University President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature Approval Date**

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

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**Excerpt from *University of Louisiana System Policy Number: FS-III.VII.-1***

The Board of Supervisors for the University of Louisiana System recognizes a right of employees to engage in outside employment, and as required by L.R.S. 42:1123(9), has established policies and procedures requiring that such outside employment be disclosed and submitted for administrative review and approval.

**A**. All full-time employees of the System, including faculty, other academic, unclassified, and classified, are required to abide by this policy at all times, including during regular and winter term, and while on paid or unpaid leave.

**B**. Outside employment is defined as any non-University/College activity for which economic benefit is received, including but not limited to:

**1**. Employment with any non-University employer.

**2**. Contracts to provide consulting, personal or professional services to non-University individuals or entities, including publishing agreements or arrangements.

**3**. Self-employment or operation of a business.

**C**. Economic benefits include cash payments or such other non-cash economic benefit, e.g., share of profits, shares of stock, equity participation, etc. as the employee and outside employer may agree; provided that such non-cash economic benefit shall not have a present value significantly in excess of fair compensation for the services rendered. Compensation rates for outside employment need not be related to University salary rates but should be negotiated fairly based on normal private sector levels for similar services.

**D**. Outside employment shall be performed only outside of assigned working hours or responsibilities, or during a period of paid or unpaid leave. During said sabbatical, special or educational leave, outside activities may be permitted only in exceptional circumstances, and only in accordance with Board Rules and State Law.

**E**. Outside employment shall not conflict, delay, or in any manner interfere with instructional, scholarly and/or other services, which the employee is obligated to render to the University.

**OUTSIDE EMPLOYMENT THAT WILL BE CONSIDERED FOR APPROVAL**

**A**. General consulting, other outside employment, or business activities.

**B**. Serving as an expert witness in an area based upon the employee’s training and experience.

**C**. Consulting on a non-University research project. A University employee may be engaged as a consultant on a non- University research project or projects conducted by an outside employer, provided the employee neither supervises nor performs the research.

**OUTSIDE EMPLOYMENT THAT WILL NOT BE APPROVED**

**A**. A university employee may not receive compensation to assist in the passage or defeat of legislation during the fiscal year in which the legislation is pending in the legislature, except from the Louisiana Legislature or any department, institute or agency within the Legislative branch.

**B**. If the University employee supervises non-University research or performs the research, he/she is considered a participant or a part of the outside research team rather than a consultant. In such instances, the employee may not be employed by, nor contract directly with, the outside agency unless it is not feasible or practical to seek a contract through the University under established procedures for sponsored research, as determined by the appropriate University President.

**C**. Blanket approvals for outside employment will not be granted.

**D**. Employment or contractual relationships, which are considered to be a violation of the Louisiana Code of Governmental Ethics, will not be approved.

**EMPLOYEE RESPONSIBILITIES**

*Full-time employees contemplating outside employment or currently engaged in outside employment shall:*

**A**. Disclose outside employment in accordance with University of Louisiana System Policy FS-III.VII.-1, and procedures established therefore.

**B**. Provide notification to the outside employer that he/she accepts such employment as an individual, and not, in any manner, as a representative of the University. It is recommended that employees do this by including with any oral testimony or written reports, a statement to the effect that the views expressed are those of the employee and do not necessarily reflect the views of the University. In no case may the individual concerned use the name of the University or his/her University affiliation, title, or address officially in any other way in support of any position he/she may take. Biographical data, including a statement of employment by the Board of Supervisors for the University of Louisiana System, may be included as introductory material to written reports or orally in the case of the expert witness statements, but may not be incorporated into the body of the written report.

**C**. Comply with any other provisions of University of Louisiana System Policy FS-III.VII.-1.

**\*\*For additional information, please review information at http://www.ulsystem.net/ .**