

Outside Employment Disclosure and Acknowledgement for MPP

Policy

In accordance with CSU Board of Trustees Resolution #RUF 01-13-01, all full-time MPP employees are required to disclose and receive approval for outside employment to preclude any conflict of commitment that would interfere with CSU work assignments. The Resolution can be found at: <http://www.calstate.edu/BOT/resolutions/jan2013.pdf>. The Resolution has been incorporated into the California Code of Regulations Section 42740 of Title 5.

Definition

For the context of this policy, outside employment refers to any employment not compensated through the CSU payroll, including CSU foundation and CSU auxiliary employment. Volunteer work does not apply to this policy.

Action Required

All MPP employees who are engaged in any and all outside employment are required to complete this form and submit it to the Office of Human Resources. Disclosure statements will be distributed by Human Resources annually and MPP employees are required to submit a disclosure statement within 30 days of accepting outside employment. The information will be retained on file in Human Resources.

Disclosure:

Name: _____, Position/Title: _____

Campus: _____, Department: _____

I acknowledge that the information listed below is true and correct, and that my time commitment to these outside employer(s) does not create a conflict of commitment that would interfere with CSU work assignments and satisfactory performance. *(Complete and sign below)*

	Nature of Outside Employment Held	Time Commitment	Expected Duration
1			
2			

Signature: _____ Date: _____

Reviewed by:

Name: _____ Date: _____

Andre Johnson, Associate Vice President
Human Resources & Payroll Services