

**NORTHWESTERN STATE UNIVERSITY**  
**OUTSIDE EMPLOYMENT ACTIVITIES CERTIFICATION FORM**  
*For Period Ended as of March 31, 20\_\_*

All faculty and staff members shall annually file with the University, this signed certified statement to be placed in their personnel file:

I, \_\_\_\_\_, (Print or Type Name) disclose the following outside employment or other compensation previously reported or being reported herein, with the appropriate Approval for Employment Outside the University Setting form:

If none, enter NONE. List outside employment or other compensation already reported and approved. Outside employment or other compensation not previously reported or approved, past or future, submit for an "Approval for Employment Outside the University Setting" form for review and approval for each with this form.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Furthermore, I certify that:

I am not rendering services for compensation to any person that I know or reasonably should know, either has or is seeking to obtain control of business or financial relationships with my agency (academic or administrative unit), has or is seeking control of other business relationships with my agency, or has interests that may be substantially affected by the performance or nonperformance of my official duties.

This outside employment has not involved any member of my immediate family. Immediate family is defined in LA R.S. 42:1102.(13) as children, brothers, sisters, parents, spouse and the parents of spouse.

I have taken appropriate leave for any hours worked during my normal business hours.

I am not being directly compensated by a prohibited nonpublic or public source for the performance of any service that forms a part of the duties, responsibilities, or program of my agency.

I am not being compensated from a nonpublic source, excluding foundations and recognized alumni organizations, for the performance of any of my public responsibilities and duties. Any payments from foundations and recognized alumni organizations are being processed through the University.

I comply with all other Ethics Codes applicable to my University Employment in accordance with LA R.S. 42:1101, et seq and Participation in Certain Transactions Involving the Governmental Entity, LA R.S. 42:1112,

I am involved in no activities that preclude my fulfilling duties as assigned by my institution.

I comply with the Dual Office Holding and Dual Employment law in accordance with R.S. 42:61, et seq.

I have reported or am reporting to the University all outside public source and non-public source employment or self-employment including the owner/ownership of company/entity.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Campus Wide ID #

**ASSIGNMENT, APPROVALS, ROUTING**

\_\_\_\_\_  
Budget Unit/Department Assigned To

\_\_\_\_\_  
Budget Unit/Department Account Number

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Budget Unit Head

\_\_\_\_\_  
Vice President or Equivalent

\_\_\_\_\_  
President or Designee

From Employee to Supervisor to Budget Unit Head to Dean to Applicable Vice President or Equivalent to President to Vice President. Approved Copy to Employee and Business Affairs from Vice President.

**NORTHWESTERN STATE UNIVERSITY**  
**APPROVAL FOR EMPLOYMENT OUTSIDE THE UNIVERSITY SETTING**  
**(DISCLOSURE OF OUTSIDE EMPLOYMENT)**

In accordance with Louisiana Revised Statutes and Policies of the Board of Supervisors for the University of Louisiana System each full-time employee of Northwestern State University must report any outside employment for which a salary, retainer, fee or other form of remuneration is paid. Outside employment shall be performed only outside of assigned working hours or responsibilities, or during a period of paid or unpaid leave. If time is required during the employee's work schedule, a "Request for Leave" form must be approved before the outside employment is begun. 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.

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I, \_\_\_\_\_ request approval for the following employment and/or am disclosing other compensation and employment outside the University setting:

Department/Budget Unit Title: \_\_\_\_\_ Account Number: \_\_\_\_\_

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

Name & Address of outside employer or business: \_\_\_\_\_

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Time Commitment Required: \_\_\_\_\_ Inclusive Dates/Times of Activity: \_\_\_\_\_

Compensation: \$ \_\_\_\_\_ per \_\_\_\_\_

Estimated Total Compensation to be Received \$ \_\_\_\_\_

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A. Describe the nature of the outside employment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. 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: \_\_\_\_\_  
\_\_\_\_\_

C. Will this outside employment entail the utilization of university facilities, equipment, materials or involve other university employees or students? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

D. 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: \_\_\_\_\_  
\_\_\_\_\_

E. Will this outside employment involve any other governmental entity (local, state, federal)? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

F. Will this outside employment involve any member of your immediate family? Outside employment specifically includes a business owned by any member of your immediate family. Immediate family is defined in LA R.S. 42:1102.(13) as children, brother, sisters, parents, spouses and the parents of spouse. \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

G. Does the employee or any member of his/her immediate family wholly own or have an economic interest in any business? \_\_\_\_\_. 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 may not use the University facilities, equipment, telephones, etc., to conduct personal, private or political business.

It is further understood that you have familiarized yourself with the provisions of the Code of Governmental Ethics, LA R.S.42:1101, et seq, including LA R.S.42:1112, et seq, concerning participation in certain transactions involving the university and Dual Office Holding and Dual Employment LA R.S.42:61 et seq, and the policies on these subjects as defined in the Faculty and Staff Handbooks of Northwestern State University, as well as the Rules of the Board of Supervisors for the University of Louisiana System. Copies of these documents are available for review in the University library, Business Affairs-Human Resource Section and the offices of each department/division/budget unit head and Vice President.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Campus Wide ID #

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**ASSIGNMENT, APPROVALS, ROUTING**

\_\_\_\_\_  
Budget Unit/Department Assigned To

\_\_\_\_\_  
Budget Unit/Department Number

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Vice President or Equivalent

\_\_\_\_\_  
Budget Unit Head

\_\_\_\_\_  
President

\_\_\_\_\_  
Dean

\_\_\_\_\_  
System President

*From Employee to Supervisor to Budget Unit Head to Dean to Applicable Vice President or Equivalent to President to Vice President. Approved Copy to Employee and Business Affairs from Vice President (System President as required).*