

# PM-11 FORM A

## Disclosure of Outside Employment

Louisiana State University in Eunice

Louisiana State University Presidential Memorandum Number 11 requires that all full-time employees of the LSU System comply with its provisions and disclose all outside employment as defined within it. Completion of Form A is required for each outside employment event; blanket approvals will not be granted. If the approval of the Chancellor or President is required, Form B must also be attached. Employees are required to become familiar with PM-11 before completing this form.

EMPLOYEE DISCLOSURE	
1. Employee Name:	3. Name of outside employer or business:
2. Department:	4. Time commitment required:
5. Describe proposed activity below: If no outside employment is contemplated or currently engaged write <b>NONE</b> in this section, then complete lines 7 through 11 and forward this form to your next supervisory level. If the answer is <b>YES</b> to any of the questions (6A-F or 13A-D) further detailed information will be required. For a <b>YES</b> response the Chancellor and/or the LSU President may be required to signify final action.	
6A. My outside employment would be with an entity currently doing or actively seeking to do business with my unit at the University. <input type="checkbox"/> Yes <input type="checkbox"/> No	6D. I am collaborating with or on special assignment to a unit within the University with which the company is doing or is seeking to do business. <input type="checkbox"/> Yes <input type="checkbox"/> No
6B. My outside employment would involve teaching, which results in university level credit, will be conducted on University time or will utilize University property or services. <input type="checkbox"/> Yes <input type="checkbox"/> No	6E. My outside employment would yield results which advance a theory or practice in my field. <input type="checkbox"/> Yes <input type="checkbox"/> No
6C. My outside employment would involve my providing professional, personal, consulting and social services to a department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or any other establishment of the Executive Branch of the State of Louisiana. <i>(President's Approval Required)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	6F. My outside employment would result in my receiving compensation to assist in the passage or defeat of state legislation during the fiscal year in which the legislation was pending in the legislature. <input type="checkbox"/> Yes <input type="checkbox"/> No
I will explain to the proposed outside employer that: (1) I do not represent said outside employer as an employee of the University in any manner, (2) any views I express on behalf of an outside employer do not necessarily reflect the view of the University, and (3) in no way may the name of the University nor my official University capacity be used in support of any position I may take on behalf of said outside employer. Furthermore, I certify that University personnel, laboratories and equipment will not be used in connection with outside employment other than as provide in PM-11.	
My signature attests to my understanding of and compliance with P.M.-11.	
7. Name:	8. Title:
9. Signature:	10. Department:
11. Date:	

## ADMINISTRATIVE REVIEW

Circle the number corresponding to any employee responses with which you disagree.

Department Chair	6:	[A]	[B]	[C]	[D]	[E]	[F]
Dean	6:	[A]	[B]	[C]	[D]	[E]	[F]
Vice Chancellor	6:	[A]	[B]	[C]	[D]	[E]	[F]

Indicate your agreement or disagreement with the following statements.

<p>13A. The proposed duties ordinarily would be performed as part of the public service portion of the employees duties and responsibilities.</p>	Department Chair Dean Vice chancellor	[ ] Yes [ ] No [ ] Yes [ ] No [ ] Yes [ ] No
<p>13B. The proposed activity more appropriately would be accomplished by a contract through the university.</p>	Department Chair Dean Vice Chancellor	[ ] Yes [ ] No [ ] Yes [ ] No [ ] Yes [ ] No
<p>13C. The legal entity for which the outside employment is proposed has substantial economic interest which may be materially affected by the way in which the employee performs his or her duties and responsibilities as a University employee.</p>	Department Chair Dean Vice Chancellor	[ ] Yes [ ] No [ ] Yes [ ] No [ ] Yes [ ] No
<p>13D. The outside employment involves public policy.  <i>(President's Approval Required)</i></p>	Department Chair Dean Vice Chancellor	[ ] Yes [ ] No [ ] Yes [ ] No [ ] Yes [ ] No

## ADMINISTRATIVE APPROVALS

If the answer is YES to either question (6C) or 13(D), the President's approval is required. If the answer is YES to any other question, the Chancellor's approval is required. If all responses are NO, the outside employment may be approved by the Provost.

<input type="checkbox"/> RECOMMENDED  <input type="checkbox"/> NOT RECOMMENDED	Signature: _____ Department Chair <span style="float: right;">Date</span>
<input type="checkbox"/> RECOMMENDED  <input type="checkbox"/> NOT RECOMMENDED	Signature: _____ Dean <span style="float: right;">Date</span>

## ACTION BY PROVOST AND VICE CHANCELLORS

<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> Forwarded thru Chancellor for action by President <input type="checkbox"/> Returned to employee for compliance with P.M.-11 requirement requiring approval of Chancellor	Signature: _____ Provost / Vice Chancellor <span style="float: right;">Date</span>
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All reviewing administrators hereby certify that they have read and are familiar with the Louisiana Code of Governmental Ethics and the approval of this outside employment does not knowingly violate the Code of Ethics, PM-11 or any other rule or regulation of the University.