



SOUTHERN UNIVERSITY SYSTEM
POLICY MEMORANDUM NO. 9.000.18
Disclosure of Outside Employment

Check the primary campus in which you are employed:

☐ SYSTEM ☐ SUBR ☐ SUSLA ☐ SULC ☐ SUAREC

Southern University System Policy Memorandum No. 9.000.18 requires all Southern University employees to comply with its provisions and to disclose all outside employment as defined within the policy. Completion of Form A is required for each outside employment activity in the University employee is engaged. Blanket approval of outside employment will not be granted. If the approval of the President/Chancellor/Extension Director is required then this signature must be obtained. Employees are required to become familiar with Policy Memorandum No. 9.000.18 before completing this form.

Employee's name: _____	Current supervisor: _____
Employee's "S" number: _____	Current department: _____
Current title: _____	

Section A: Complete this section if you have outside employment.
If not, then go to Section B below:

	0 - 5 hrs	6-29 hrs	30 or more hrs
1. Outside employer #1: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Outside employer #2: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Outside employer #3: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Outside employer #4: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Outside employer #5: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Describe the proposed/current outside employment job responsibilities. State if the employment is performed before or after 5:00 pm.

Answer the following questions regarding your outside employment:

1. My outside employment would be with an entity currently doing or actively seeking to do business with my unit at the University.

☐ Yes ☐ No

2. I am collaborating with or am on special assignment to a unit within the University with which the company is doing or seeking to do business.

☐ Yes ☐ No

3. My outside employment would involve teaching which results in university level credit or will utilize University property or services.

☐ Yes ☐ No

4. My outside employment would yield results which advance a theory or practice in my field.

☐ Yes ☐ No

5. My outside employment would involve my providing professional, personal, consulting and/or 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.

☐ ☐
Yes No

6. 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.

☐ ☐
Yes No

7. My outside employment requires or will require the use of University personnel, services, facilities, equipment or other resources.

☐ ☐
Yes No

Section B: Initial below if you do not have any outside employment.

Enter your initials below if you do not have another job/position other than your Southern University employment.

_____ I am not currently engaged in nor am I currently considering or being considered for
(Initials) outside employment. I understand and agree to abide by PM 9.000.18 as applicable for
future outside employment.

Please Sign below:

Upon completing Section A, sign and date this document. After signing, print it and have your supervisor to sign and date. This document should be returned to Human Resources.

Upon completing Section B, sign and date this document. This document should be returned to Human Resources.

Employee's signature: _____ Date: _____

Print supervisor's name: _____

Supervisor's signature: _____ Date: _____

Print Vice Chancellor's name: _____

Vice Chancellor's signature: _____ Date: _____

President/Chancellor/Extension Director name: _____

President/Chancellor/Extension Director signature: _____ Date: _____