



## PM- 11 FORM A

# Disclosure of Outside Employment

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 President is required, Form B must also be attached. Employees are required to become familiar with PM-11 before completing this form.

<b>EMPLOYEE DISCLOSURE</b>	
Employee Name:	Name of outside employer or business:
LSU Eunice Department:	Period of Outside Employment: Start Date: _____ End Date: _____
Describe proposed activity below (use additional sheets if necessary and attach copies of contracts, grants, or other legal documents relating to this employment):	
Work Schedule (outside employment must not infringe upon employee's responsibilities to LSU Eunice):	
Total earnings anticipated from outside employment during the period specified above: \$ _____	
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	4. 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.        ( ) Yes    ( ) No
2. 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. ( ) Yes    ( ) No	5. My outside employment would yield results which advance a theory or practice in my field.        ( ) Yes    ( ) No
3. 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.        ( ) 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
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 provided in PM- 11.	
My signature attests to my understanding of and compliance with PM- 11.	
Name:	Title:
Signature:	LSUE Eunice Department:

ADMINISTRATIVE REVIEW	
Circle the number corresponding to any employee responses with which you disagree.	
Department Head/Director	(1) (2) (3) (4) (5) (6)
Vice Chancellor	(1) (2) (3) (4) (5) (6)
7. The proposed duties ordinarily would be performed as part of the public service portion of the employee's duties and responsibilities.	Department Head/Director ( )Yes ( )No Vice Chancellor ( )Yes ( )No Chancellor ( )Yes ( )No
8. The proposed activity more appropriately would be accomplished by a contract through the University.	Department Head/Director ( )Yes ( )No Vice Chancellor ( )Yes ( )No Chancellor ( )Yes ( )No
9. 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.	Department Head/Director ( )Yes ( )No Vice Chancellor ( )Yes ( )No Chancellor ( )Yes ( )No
10. The outside employment involves public policy.	Department Head/Director ( )Yes ( )No Vice Chancellor ( )Yes ( )No Chancellor ( )Yes ( )No

ADMINISTRATIVE APPROVALS	
If the answer is YES to either question (3) or (10), the President's approval is required.	
<input type="checkbox"/> RECOMMENDED <input type="checkbox"/> NOT RECOMMENDED	Signature: _____ Department Head/Director _____ Date
<input type="checkbox"/> RECOMMENDED <input type="checkbox"/> NOT RECOMMENDED	Signature: _____ Vice Chancellor _____ Date

ACTION BY CHANCELLOR	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> Forwarded for action by President <input type="checkbox"/> Returned to employee for compliance with PM- 11	
Signature: _____	_____
Chancellor	Date

All reviewing administrators hereby certify that they have read and are familiar with the Louisiana Code of Governmental Ethics and that approval of this outside employment does not knowingly violate the Code of Ethics, PM- 11 or any other rule or regulation of the University.