

FOR USE BY VICE CHANCELLOR  
 FILE NO. \_\_\_\_\_  
 FORM B Chancellor approval necessary  
 YES      NO  
 Presidential approval necessary  
 YES      NO

# PM-11 FORM A

## Disclosure of Outside Employment

**Paul M. Hebert Law Center**

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	
Employee Name:	Name of employer or business:
LSU Department:	Time commitment required:
Describe proposed activity below including dates:	
1. The consulting activities to be performed are within my academic or professional discipline or are related to the area of expertise in which I am employed by the University. <span style="float: right;"><input type="checkbox"/> Are <input type="checkbox"/> Are Not</span>	6. 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. <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>
2. The outside employment activities are not within the course and scope of my duties to the University for which I am being compensated by the University. <span style="float: right;"><input type="checkbox"/> Are <input type="checkbox"/> Are Not</span>	7. My outside employment would yield results which advance a theory or practice in my field. <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>
3. The outside employment activities do not conflict, delay or in any manner interfere with instructional, scholarly and/or services that I am obligated to perform for the University. <span style="float: right;"><input type="checkbox"/> Do <input type="checkbox"/> Do Not</span>	8. The proposed duties ordinarily would be performed as part of the public service portion of the employee's duties and responsibilities. <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>
4. My outside employment would be with an entity currently doing or actively seeking to do business with my unit at the University. <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	9. The proposed activity more appropriately would be accomplished by a contract through the university. <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>
5. 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. <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	10. 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. <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>

11. 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. <span style="float: right;">[ ] Yes [ ] No</span>	13. 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. <span style="float: right;">[ ] Yes [ ] No</span>
12. The outside employment involves public policy. <span style="float: right;">[ ] Yes [ ] No</span>	

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:	Department:
Date:	

### ADMINISTRATIVE APPROVAL

If the answer is YES to question (13), the outside employment cannot be approved. If the answer is YES to question (11) or (12), the President's approval is required. If the answer is YES to any question 4 through 10, the Chancellor's approval is required. He may give that approval only if (a) he makes the certifications stated above his signature line on Form B and (b) the employee and outside employer execute a formal written contract that contains the terms specified in Paragraph V. A. 3 of PM-11. If responses to all questions except question (1) are NO or NOT, then the outside employment may be approved by a Vice Chancellor without the need for certifications by the Chancellor or a formal written contract.

<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	Signature: _____ Vice Chancellor <span style="float: right;">Date _____</span>
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The reviewing administrator hereby certifies that he or she has read and is 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.

FILE NO.

# PM-11 FORM B

## Disclosure of Outside Employment Requiring Approval by the Chancellor or the President

Paul M. Hebert Law Center    AND

Louisiana State University & Agricultural & Mechanical College  
Baton Rouge, Louisiana

AND

Louisiana State University Agricultural Center  
Baton Rouge, Louisiana

If outside employment requires approval by the Chancellor or the President, the employee must follow the certification and contracting provisions of PM-11 under the Approval Level section for outside employment. All required documents shall be attached to and made a part of this Disclosure Form before submission through administrative channels for review by the Chancellor. The following approvals must be obtained before engaging in the proposed outside employment.

### EMPLOYEE DISCLOSURE

Employee's Name: \_\_\_\_\_

Proposed outside employer or business: \_\_\_\_\_

Proposed compensation to be received: \_\_\_\_\_

Proposed Work Dates: \_\_\_\_\_

### APPROVAL/CERTIFICATION BY CHANCELLOR

The outside employment activities are not within the course and scope of the employee's duties to the University for which the employee is being compensated by the University.

The outside employment activities do not conflict, delay or in any manner interfere with instructional, scholarly and/or services which the employee is obligated to perform for the University.

The consulting activities to be performed are within the academic or professional discipline of the employee or are related to the area of expertise in which the employee is employed by the University.

Signature:

\_\_\_\_\_  
Chancellor  
Louisiana State University & Agricultural & Mechanical College

\_\_\_\_\_  
Date:

AND/OR

Signature:

\_\_\_\_\_  
Chancellor  
Louisiana State University Agricultural Center

\_\_\_\_\_  
Date:

AND/OR

Signature:

\_\_\_\_\_  
Chancellor  
Paul M. Hebert Law Center

\_\_\_\_\_  
Date:

### OUTSIDE EMPLOYMENT INVOLVING PUBLIC POLICY OR A STATE AGENCY

APPROVED

Signature: \_\_\_\_\_

NOT APPROVED

\_\_\_\_\_  
President

\_\_\_\_\_  
Date: