

DATE: March 27, 2024

TO: ALL FULL TIME UNIVERSITY EMPLOYEES

FROM: HUMAN RESOURCES

RE: **Annual Certification of Employment Outside the University Setting**

The University's policy for Employees involved in University Extra Services and Additional Employment Activities require each employment or self-employment activity outside the University to be approved prior to engaging in such activities or before continuing such activities prior to approval in accordance with said policy. Each employee must seek and obtain approval before engaging in outside employment or self-employment.

Also employees are required to annually disclose to the University **any** employment or self-employment including **any** public office holding, elective or appointed, or other compensation received from outside the University, including but not limited to consulting employment for the period April 1, 2023 through March 31, 2024. This disclosure will certify that such employment, public office holding or other compensation does not create a conflict of interest or violate those mandates of the Constitution and laws of Louisiana which also regulate the activity and employment of state employees, including but not limited to the **Code of Governmental Ethics, LA R.S.42:1101, et seq, Participation in Certain Transactions Involving the Governmental Entity, LA R.S. 42:1112, et seq, and Dual Office Holding and Dual Employment LA R.S. 42:61 et seq.**

Please complete the attached **OUTSIDE EMPLOYMENT ACTIVITIES CERTIFICATION FORM** disclosing outside employment for the period of April 1, 2023 through March 31, 2024. If you are performing outside work that has not been previously disclosed or you are aware of outside employment or self-employment that you will be doing, complete the attached **APPROVAL FOR EMPLOYMENT OUTSIDE THE UNIVERSITY SETTING** for each activity not previously submitted, for review and approval. Upon completion of the form(s), please digitally sign and forward to your supervisor for approval by your Budget Unit Head, Dean, Vice President, and President. After routing, Human Resources receives the signed form(s). This certification must be completed and returned to Human Resources by **May 1, 2024.**

If you are a supervisor of employees who do not have e-mail access, it is your responsibility to make sure that all your employees receive a copy of and complete the Outside Employment form(s).

Thanks

Attachments

NORTHWESTERN STATE UNIVERSITY
OUTSIDE EMPLOYMENT ACTIVITIES
CERTIFICATION FORM

For Period Ended as of March 31, 2024

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.

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: _____

Time Commitment Required: _____ Inclusive Dates/Times of Activity: _____

Compensation: \$ _____ per _____

Estimated Total Compensation to be Received \$ _____

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 #

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).