

## University of Louisiana System

**Title: OUTSIDE EMPLOYMENT/  
PROCEDURES**

**Effective Date: February, 1995**

**Cancellation: None**

**Chapter: Faculty and Staff**

### **Policy and Procedures Memorandum**

#### **I. INTRODUCTION**

The Board of Supervisors for the University of Louisiana System recognizes that certain outside employment activities are of benefit to its System institutions, to the State of Louisiana and to the private sector, as well as to its individual employees. Although the Board recognizes a right of employees to engage in outside employment, as required by L.R.S. 42:1123(9), it has established policies and procedures requiring that such outside employment be disclosed and submitted for administrative review and approval.

- A. All full-time employees of the System, including faculty, other academic, unclassified, and classified, are required to abide by this memorandum at all times, including during regular and summer term and while on paid or unpaid leave.
- B. Outside employment is defined as any non-University/College activity for which economic benefit is received, including but not limited to:
  - 1. Employment with any non-University employer.
  - 2. Contracts to provide consulting, personal or professional services to non-University individuals or entities, including publishing agreements or arrangements.
  - 3. Self-employment or operation of a business.

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- B. If the University employee supervises non-University research or performs the research, he/she is considered a participant or a part of the outside research team rather than a consultant. In such instances, the employee may not be employed by, nor contract directly with, the outside agency unless it is not feasible or practical to seek a contract through the University under established procedures for sponsored research, as determined by the appropriate University President.
- C. Blanket approvals for outside employment will not be granted.
- D. Employment or contractual relationships, which are considered to be a violation of the Louisiana Code of Governmental Ethics, will not be approved.

#### IV. EMPLOYEE RESPONSIBILITIES

Full-time employees contemplating outside employment or currently engaged in outside employment shall:

- A. Disclose outside employment in accordance with this Issuance, and procedures established therefor.
- B. Submit a list of all contract or other agreements between the University and the outside employer in which the employee is involved on behalf of the University. Such a list is to include, to the extent the information is known to the employee, the owners, directors, majority shareholders, or affiliates of the outside employer. Additional information about such contracts may be required by the University upon request.
- C. Provide notification to the outside employer that he/she accepts such employment as an individual, and not, in any manner, as a representative of the University. It is recommended that employees do this by including with any oral testimony or written reports, a statement to the effect that the views e(is )bniverlt(-). Tm8 T0(of)3( )-18he )-4(e)4(mpl)-3(o)-19(y)20(e)4(e)-4 and t otot



- f. Outside employment activity for an individual or entity that has substantial economic interests which may be materially affected by the way in which the employee performs his or her duties and responsibilities as a University employee.
  2. If such proposed outside employment is with a third party that is contracting with or is seeking to contract with the University, the employee must remove himself or herself from any relationship in which he or she would:
    - a. Approve payments by the University to the third party pursuant to any contract between the University and the third party.
    - b. Evaluate any work performed by the University pursuant to a contract between the University and the third party.
    - c. Negotiate and/or approve any subsequent contracts between the University and the third party.
    - d. Approve the purchase of University equipment pursuant to the contract with the third party in an amount in excess of \$2,000.

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actions.

3. Outside employment requiring the approval of the University President also requires a written agreement between the employee and the outside entity that shall contain the following explicit information:
  - a. General technical area of endeavor.
  - b. Specific employment or consulting activities.
  - c. Duration of employment agreement.
  - d. Estimated time in hours per week or days per month required for the employment.
  - e. payment, and total estimated compensation to be received.

- f. Statement that agreement is between employee and outside entity, that employee is not acting as an agent of the University, and that the University bears no liability in the relationship.
- g. Statement that the use of the University name in connection with the employment activities shall only be upon written authorization of the University.

- c. The consulting activities to be performed are within the

### **VIII. REPORTING REQUIREMENTS**

Annually, each University President shall prepare an information report listing all outside employment approved by him/her and currently in force under this policy and any other details that may be requested. Copies of this report shall be kept on file at each campus.

### **IX. CODE OF ETHICS REQUIREMENT**

Compliance with the provisions of this policy is required by the