



Outside Employment Disclosure and Acknowledgment Form Management Personnel Plan (MPP) and Executive Employees

This form is to be completed as appropriate by the MPP and Executive employees pursuant to Section 42740 of Title 5, California Code of Regulations.

Requirements:

All management and executive employees shall be required upon hire to provide a written statement to the appropriate administrator of any and all outside employment. Employees shall also provide a written statement of outside employment if a written request by an administrator is made.

Disclosure:

Name: _____ Position/Title: _____

Campus: _____ Department: _____

Please check the statement that applies:

No, I do not have employment outside of CSU.

Yes, I do have employment outside of CSU. I have provided the additional employment below.

	Nature of Outside Employment Held/Organization Name	Time Commitment	Expected Duration
1			
2			

If I do not currently have employment outside of CSU, I acknowledge that upon acquiring outside employment, I will notify the appropriate administrator within 30 days of date of hire.

I acknowledge that the information listed above is true and correct. If I do have employment outside of CSU, I certify that my time commitment to the outside employer(s) does not create a conflict of commitment which would interfere with CSU work assignments and satisfactory performance.

Signature: _____ Date: _____

Reviewed By Department:

Name: _____ Date: _____

Appropriate Administrator Signature (Level 4 or Above): _____