

Instructions for Completing the Outside Employment Disclosure Form for Vice Presidents and President (aka Senior Management)

BACKGROUND

Any outside employment activities of an employee must not interfere with their ability to meet their CSU responsibilities or prevent them from acting in the best interest of the CSU. State law ([Title 5 California Code of Regulations § 42740](#)) and CSU policy ([HR 2016-06](#)) require MPP and Senior Management employees to disclose outside employment activities for which they are compensated.

The employee's disclosure is then reviewed by their supervisor (referred to as "Administrator" or "Appropriate Administrator" in the disclosure form). If the employee's supervisor determines that the employee's outside employment poses a perceived or actual conflict of commitment or conflict of interest with the employee's CSU employment, the employee is expected to take actions to reduce or eliminate the conflict if the employee elects to continue the outside employment activity. If there is disagreement between the employee and their supervisor on whether a conflict exists or on the method to reduce or eliminate the conflict, the supervisor would note this disagreement on the disclosure form and contact HR Policy & Audit Readiness (hrpolicy@cpp.edu) to ensure proper documentation and the appropriate review process by an independent review committee is followed. The independent review committee's determination will be the final decision on the matter.

In addition, the annual disclosures of all Senior Management employees (i.e., vice presidents and presidents) are reviewed by the CSU Board of Trustees annually and posted on a website accessible to the public.

WHEN TO COMPLETE THE "OUTSIDE EMPLOYMENT DISCLOSURE FORM FOR SENIOR MANAGEMENT EMPLOYEES"

All Senior Management employees (i.e., vice presidents and President), whether full-time, part-time or rehired annuitant, must complete the "Outside Employment Disclosure Form for Senior Management Employees":

- At the time of their Senior Management appointment;
- Annually;
- Within 30 days after they accept outside employment; **and**
- Within 10 days upon request by their immediate supervisor

HOW TO COMPLETE THE FORM

1. Employee's CSU Position Section

- Provide your name, campus name and position title.

2. Type of Disclosure Section

- If you are filing the annual disclosure AND you were in your Senior Management position for the entire preceding calendar year, then check the “Annual” box and fill in the last two digits of the preceding calendar year. The preceding calendar year is the reporting period of your disclosure. In other words, report any part-time or full-time compensated outside employment activity that you undertook in the preceding calendar year. For example, suppose you are currently in June 2022, then fill out the form as follows:

Outside Employment Disclosure Form For Senior Management Employees

Requirements: This form must be completed by all Senior Management employees (includes the Chancellor, Executive Vice Chancellors, Vice Chancellors, Presidents, and Vice Presidents) pursuant to Section 42740 of Title 5, California Code of Regulations and the 2016 Budget Act under the following conditions: upon hire, annually by **July 15**, within 30 days of accepting outside employment, and within 10 days of request by an appropriate administrator.

1. **Employee Information:**

Campus: _____

Name: _____

Title: _____

Type of Disclosure (Check at least one box):

Annual: The period covered is January 1, 20 21, through December 31, 20 21.

-OR- The period covered is ___/___/20___ (Time of hire or appointment) through December 31, 20___.

Time of Hire or Appointment Date: ___/___/20___

Accepted outside employment: Outside employment accepted date: ___/___/20___

Administrator request: The period covered is ___/___/20___ through ___/___/20___

-OR- Current outside employment beginning ___/___/20___

3. **Outside Employment Involvement (Select “Yes” or “No” for each):**

- If you are filing the annual disclosure, BUT your Senior Management appointment began after January 1st of the preceding calendar year, then check the “Annual” box and provide the start date of your appointment. **You may conceivably file the disclosure twice within a year.** In the example below, you would have already filed a disclosure on 12/15/2021, the date you entered your Senior Management appointment, and you would file the disclosure again in July 2022, when the annual disclosure is due. For example:

Outside Employment Disclosure Form For Senior Management Employees

Requirements: This form must be completed by all Senior Management employees (includes the Chancellor, Executive Vice Chancellors, Vice Chancellors, Presidents, and Vice Presidents) pursuant to Section 42740 of Title 5, California Code of Regulations and the 2016 Budget Act under the following conditions: upon hire, annually by **July 15**, within 30 days of accepting outside employment, and within 10 days of request by an appropriate administrator.

1. Employee Information: Campus: _____
Name: _____ Title: _____

Type of Disclosure (Check at least one box):

- Annual:** The period covered is January 1, 20____, through December 31, 20____.
- OR- The period covered is 12/15/2021 (Time of hire or appointment) through December 31, 2021.
- Time of Hire or Appointment Date:** ____/____/20____
- Accepted outside employment:** Outside employment accepted date: ____/____/20____
- Administrator request:** The period covered is ____/____/20____ through ____/____/20____
- OR- Current outside employment beginning ____/____/20____

- If you are filing the disclosure because you have just assumed a Senior Management position, then check the “Time of Hire or Appointment Date” box and provide your date of appointment. For example:

Outside Employment Disclosure Form For Senior Management Employees

Requirements: This form must be completed by all Senior Management employees (includes the Chancellor, Executive Vice Chancellors, Vice Chancellors, Presidents, and Vice Presidents) pursuant to Section 42740 of Title 5, California Code of Regulations and the 2016 Budget Act under the following conditions: upon hire, annually by **July 15**, within 30 days of accepting outside employment, and within 10 days of request by an appropriate administrator.

1. Employee Information: Campus: _____
Name: _____ Title: _____

Type of Disclosure (Check at least one box):

- Annual:** The period covered is January 1, 20____, through December 31, 20____.
- OR- The period covered is ____/____/20____ (Time of hire or appointment) through December 31, 20____.
- Time of Hire or Appointment Date:** 02/28/2021
- Accepted outside employment:** Outside employment accepted date: ____/____/20____
- Administrator request:** The period covered is ____/____/20____ through ____/____/20____
- OR- Current outside employment beginning ____/____/20____

- If, after your Senior Management appointment began (say 8/1/21) and before the annual disclosure is due (say, July 2022), you have taken on outside employment (say 9/30/21), you are required to complete the disclosure form within 30 days of accepting that outside employment. In that case, check the “Accepted outside employment” box and provide the date that you accepted your outside employment. For example:

Outside Employment Disclosure Form For Senior Management Employees

Requirements: This form must be completed by all Senior Management employees (includes the Chancellor, Executive Vice Chancellors, Vice Chancellors, Presidents, and Vice Presidents) pursuant to Section 42740 of Title 5, California Code of Regulations and the 2016 Budget Act under the following conditions: upon hire, annually by **July 15**, within 30 days of accepting outside employment, and within 10 days of request by appropriate administrator.

1. Employee Information:

Name: _____ Campus: _____
 Title: _____

Type of Disclosure (Check at least one box):

- Annual:** The period covered is January 1, 20____, through December 31, 20____.
 -OR- The period covered is __/__/20__ (Time of hire or appointment) through December 31, 20____.
- Time of Hire or Appointment Date:** ____/____/20__
- Accepted outside employment:** Outside employment accepted date: 09/30/20 21
- Administrator request:** The period covered is ____/____/20__ through ____/____/20__
 -OR - Current outside employment beginning ____/____/20__

- If you are asked by your supervisor to complete the form, then check the “Administrator Request” box and provide the dates of the reporting period that your supervisor specified OR the date of your acceptance of outside employment, whichever is applicable.

Outside Employment Disclosure Form For Senior Management Employees

Requirements: This form must be completed by all Senior Management employees (includes the Chancellor, Executive Vice Chancellors, Vice Chancellors, Presidents, and Vice Presidents) pursuant to Section 42740 of Title 5, California Code of Regulations and the 2016 Budget Act under the following conditions: upon hire, annually by **July 15**, within 30 days of accepting outside employment, and within 10 days of request by appropriate administrator.

1. Employee Information:

Name: _____ Campus: _____
 Title: _____

Type of Disclosure (Check at least one box):

- Annual:** The period covered is January 1, 20____, through December 31, 20____.
 -OR- The period covered is __/__/20__ (Time of hire or appointment) through December 31, 20____.
- Time of Hire or Appointment Date:** ____/____/20__
- Accepted outside employment:** Outside employment accepted date: ____/____/20__
- Administrator request:** The period covered is ____/____/20__ through ____/____/20__
 -OR - Current outside employment beginning ____/____/20__

3. Outside Employment Involvement Section

- Review each type of outside employment activity in the chart and check “yes” if you have that type of employment (or, if you are filing an Annual Outside Employment Disclosure, then check “yes” for any type of outside employment you have had for any length of time in the preceding calendar year.) Otherwise, check “no.” If your outside employment is of a type not listed in the chart, then briefly describe what it is on the last row of the chart that says “Other.”
- If you checked “yes” in any row of the chart in Section 3, then go to **Section 4 Outside Employment Status** and complete it.

3. **Outside Employment Involvement (Select “Yes” or “No” for each):**

Types of services engaged in during disclosure period:	Please select one:	
Paid service* on a federal, state, or local government agency committee, panel, or commission	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Paid service* as an officer or member on a non-profit or for-profit board	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Paid service* to organization(s) that further the interests of higher education	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Pay* for presentation(s) at scholarly colloquia and conferences, speaker at an event, and/or guest lecturer	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Paid* consulting/professional advising activities	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Paid service* as an expert witness	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Paid service* on committees/advisory groups to other universities outside the CSU	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Paid* for developing scholarly communications or conducting editorial work in books, journal articles, movies, television productions or similar works	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Paid* review of journal/book manuscripts, grant or contract proposals	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other (please specify any other service for which compensation was received): _____		

If you answered YES to any of these questions, you have outside employment to report.

*Does not include reasonable incidentals (e.g., travel, meals).

4. Outside Employment Status Section

- If you checked “yes” to on any row of the chart in Section 3, then in this section, check the box “I have outside employment to report” and go to **Section 5 Detailed Reporting**.

_____	_____	_____
journal articles, movies, television productions or similar works	_____	_____
Paid* review of journal/book manuscripts, grant or contract proposals	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Other (please specify any other service for which compensation was received): _____		

If you answered YES to any of these questions, you have outside employment to report.
*Does not include reasonable incidentals (e.g., travel, meals).

4. Outside Employment Status (Select one):
 I have outside employment to report.
 I have no outside employment to report (skip to Section 6 for signature and submit).

- If you checked “no” in every row of the chart in Section 3, then check the box “I have no outside employment to report” and skip to **Section 6 Certification and Review**. **NOTE: You are required to complete the form even if you have NO outside employment to report.**

3. Outside Employment Involvement (Select “Yes” or “No” for each):

Types of services engaged in during disclosure period:	Please select one:	
Paid service* on a federal, state, or local government agency committee, panel, or commission	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Paid service* as an officer or member on a non-profit or for-profit board	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Paid service* to organization(s) that further the interests of higher education	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Pay* for presentation(s) at scholarly colloquia and conferences, speaker at an event, and/or guest lecturer	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Paid* consulting/professional advising activities	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Paid service* as an expert witness	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Paid service* on committees/advisory groups to other universities outside the CSU	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Paid* for developing scholarly communications or conducting editorial work in books, journal articles, movies, television productions or similar works	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Paid* review of journal/book manuscripts, grant or contract proposals	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Other (please specify any other service for which compensation was received): _____		

If you answered YES to any of these questions, you have outside employment to report.
*Does not include reasonable incidentals (e.g., travel, meals).

4. Outside Employment Status (Select one):
 I have outside employment to report.
 I have no outside employment to report (skip to Section 6 for signature and submit).

5. Detailed Reporting Section

- Any compensated work that is not compensated through the CSU payroll must be disclosed. Employment by the CSU foundation or CSU auxiliary is considered reportable outside employment and must, therefore, be disclosed.
- Report any work that results in reportable income (for which a 1099 or W-2 is issued), no matter the amount of time commitment and even if you believe the work that is being performed does not conflict with your work for the CSU. For example, an outside employment engagement that takes one or two days on the weekend must still be disclosed.
- If you are not performing work, but instead are receiving passive income (e.g., royalty payments) for service(s) performed in the past, you do not need to disclose it.
- Unpaid volunteer work does not need to be disclosed, as it is not compensated work.
- As a reminder, the President may serve on up to two corporate boards. Approval from the Chancellor is required prior to accepting service on a corporate board. Notice and approval are not required for service on non-profit boards.
- Provide the requested detailed information regarding your compensated outside employment activity(ies). For example:

4. **Outside Employment Status (Select one):**

- I have outside employment to report.
 I have no outside employment to report (skip to Section 6 for signature and submit).

5. **Detailed Reporting (attach additional pages as necessary):**

Outside Employment/Activity 1:

1. Name of outside employer or business: Houghton Mifflin
2. Duration of employment (From/To): 1/1/21-6/30/21
3. Describe the nature of the outside employment: reviewed general chemistry textbook manuscript
4. Number of hours for reporting period: 4 hours
5. Total compensation received including equity or deferred compensation: \$200

HRPA Rev. June 2022

6. Does the outside employer have any business dealings with CSU? Yes No If "yes", please explain: _____
7. Are you involved in making any decisions affecting CSU's dealings with the outside employer (either directly or indirectly)? Yes No If "yes", please describe: _____
8. Additional comments (e.g., if compensation was donated, disclose here): _____

6. Certification and Review Section

Section To Be Completed by Employee

- In signing and dating the form, you are affirming the accuracy of the information you provided. You are further acknowledging that it is your obligation to reduce or eliminate any identified conflict of commitment/interest. Moreover, you agree to submit the form with updated information whenever there is a significant change in the terms of your outside employment.

6. Certification and Review

To be completed by the Employee:

I hereby affirm that the information on this form is accurate to the best of my knowledge, that I have read and understand my obligations under the CSU's policy on Outside Employment Disclosure, and that I will comply with the conditions and restrictions imposed by the CSU to manage, reduce, or eliminate conflicts of commitment/interest. I certify that my time commitment to the outside employer(s), if applicable, does not create a conflict of commitment/interest that would interfere with CSU work assignments and satisfactory performance. I also commit to providing an updated form to my immediate supervisor whenever a significant change occurs in the information I have provided.

Signature *Jane White*

Date 6/20/2022

- After you have signed the form and entered your supervisor's name and University email address, the form will be electronically routed to your supervisor for review and signature. ***Your supervisor's signature is required even if you have NO outside employment to report.***

Section To Be Completed by the Employee's Immediate Supervisor

- The supervisor shall sign the form if:
 - The employee reported no outside employment; OR
 - The supervisor and the employee agree that the employee's outside employment does not pose a conflict of commitment/interest; OR
 - The supervisor and the employee agree on the way to reduce/eliminate the conflict of commitment/interest posed by the employee's outside employment. In this case, the supervisor shall note on the form that there is a perceived or actual conflict of commitment/interest and the way the employee will remedy the situation. (The employee shall follow through with the agreed upon action to remedy the identified conflict.)

Example of when the President and a vice president agree the vice president's outside employment does not pose a conflict with their CSU employment:

6. **Certification and Review**

To be completed by the Employee:

- I hereby affirm that the information on this form is accurate to the best of my knowledge, that I have read and understand my obligations under the CSU's policy on Outside Employment Disclosure, and that I will comply with the conditions and restrictions imposed by the CSU to manage, reduce, or eliminate conflicts of commitment/interest. I certify that my time commitment to the outside employer(s), if applicable, does not create a conflict of commitment/interest that would interfere with CSU work assignments and satisfactory performance. I also commit to providing an updated form to my immediate supervisor whenever a significant change occurs in the information I have provided.

Jane White
Jane White (Jan 9, 2023)

Signature

06/09/2023

Date

To be completed by the Employee's Immediate Supervisor/Appropriate Administrator:

I have reviewed this disclosure form and assessed whether the outside employment described above will create a conflict of commitment or interest between the employee and the CSU. I find that:

- the information submitted does not present a conflict of commitment or conflict of interest.
- the information submitted may present a conflict of commitment or a conflict of interest.

If an independent committee review is sought for a vice president's outside employment disclosure, the President's Office shall contact HR Policy & Audit Readiness (hrpolicy@cpp.edu) before signing the form for guidance on next steps.

Administrator's Name (Print): John Doe

Title, Dept: President, CSU XX

John Doe
John Doe (Jan 9, 2023)

Signature

06/09/2023

Date

Example of when the President and a vice president agree on how the vice president shall reduce/eliminate the identified conflict:

6. Certification and Review
To be completed by the Employee:

I hereby affirm that the information on this form is accurate to the best of my knowledge, that I have read and understand my obligations under the CSU's policy on Outside Employment Disclosure, and that I will comply with the conditions and restrictions imposed by the CSU to manage, reduce, or eliminate conflicts of commitment/interest. I certify that my time commitment to the outside employer(s), if applicable, does not create a conflict of commitment/interest that would interfere with CSU work assignments and satisfactory performance. I also commit to providing an updated form to my immediate supervisor whenever a significant change occurs in the information I have provided.

Jane White _____ 06/09/2023 _____
Signature Date

To be completed by the Employee's Immediate Supervisor/Appropriate Administrator:
I have reviewed this disclosure form and assessed whether the outside employment described above will create a conflict of commitment or interest between the employee and the CSU. I find that:

the information submitted does not present a conflict of commitment or conflict of interest.
 the information submitted may present a conflict of commitment or a conflict of interest.

Below, explain how the conflict will be mitigated or eliminated.

Jane will limit her review of the book manuscript to weekends and after work hours during the workweek.

If an independent committee review is sought for a vice president's outside employment disclosure, the President's Office shall contact HR Policy & Audit Readiness (hrpolicy@cpp.edu) before signing the form for guidance on next steps.

Administrator's Name (Print): John Doe Title, Dept: President, CSU XX
John Doe _____ 06/09/2023 _____
Signature Date

- After the supervisor has signed the form, a copy will be provided to the employee, the supervisor and HR Policy & Audit Readiness (HRPA). As the designated custodian of these forms, HRPA will retain them in accordance with the CSU Records Retention Schedule and produce them, if requested per the California Public Records Act.

- *If the supervisor and the employee disagree on whether there is a conflict of commitment/interest AND/OR how that conflict is to be reduced/eliminated, then before signing, the supervisor shall contact HR Policy & Audit Readiness (hrpolicy@cpp.edu) for consultative guidance and to ensure that appropriate review by an independent review committee is followed.* The independent review committee’s determination will be the final decision on the matter.

6. Certification and Review

To be completed by the Employee:

I hereby affirm that the information on this form is accurate to the best of my knowledge, that I have read and understand my obligations under the CSU’s policy on Outside Employment Disclosure, and that I will comply with the conditions and restrictions imposed by the CSU to manage, reduce, or eliminate conflicts of commitment/interest. I certify that my time commitment to the outside employer(s), if applicable, does not create a conflict of commitment/interest that would interfere with CSU work assignments and satisfactory performance. I also commit to providing an updated form to my immediate supervisor whenever a significant change occurs in the information I have provided.

Jane White _____ 06/09/2023 _____
 Signature Date

To be completed by the Employee’s Immediate Supervisor/Appropriate Administrator:

I have reviewed this disclosure form and assessed whether the outside employment described above will create a conflict of commitment or interest between the employee and the CSU. I find that:

the information submitted does not present a conflict of commitment or conflict of interest.
 the information submitted may present a conflict of commitment or a conflict of interest.

Below, explain how the conflict will be mitigated or eliminated.

* _____

If an independent committee review is sought for a vice president’s outside employment disclosure, the President’s Office shall contact HR Policy & Audit Readiness (hrpolicy@cpp.edu) before signing the form for guidance on next steps.

Administrator’s Name (Print): * _____ Title, Dept: * _____
 * Click here to sign _____ 06/09/2023 _____
 Signature Date

TERMINOLOGY

Appropriate Administrator: The administrator to whom the senior management employee directly reports

Conflict of Commitment: Any outside work that creates a perceived or actual conflict with an employee’s ability to perform normal CSU work assignments, maintain satisfactory performance, and meet his/her responsibilities to the CSU.

The following is a partial list of possible conflicts of commitment that merit a case-by-case examination

of the outside employment activity to determine whether the activity should be managed appropriately, reduced or eliminated. Conflict of commitment may be found if the outside employment activity results in:

- A reduction of the employee's time and energy devoted to CSU activities
- The use of CSU property or other resources without authority (other than de minimis)
- An influence over the way the employee performs his/her CSU responsibilities
- The disclosure of confidential or proprietary information acquired through the performance of CSU duties
- Acting against the CSU's best interest or in conflict with the CSU's mission and goals
- The violation of CSU policies, procedures or practices

Conflict of Interest: The Political Reform Act prohibits an employee from making, participating in the making, or influencing a governmental decision in which the employee has a financial interest. A conflict of interest exists if the outside employment creates a financial interest on the part of the employee that precludes the employee from making decisions within the scope of the employee's duties.

Outside Employment: Outside employment is any employment not compensated through the CSU payroll. Employment by the CSU foundation and CSU auxiliary employment is considered reportable outside employment and must, therefore, be disclosed. This policy does not apply to unpaid volunteer work.

Reportable Employment/Income: Any work for which a W-2 or 1099 is issued. Reportable income can come from a number of sources, including but not limited to one-time speeches/presentations, paid work for profit or non-profit entities, and paid service on a board of directors. Passive income (e.g., payments for services performed in the past, including royalties for writing, copyrighted work, research, and patented materials) is not reportable.

RESOURCES

- [HR 2016-06](#) - CSU Outside Employment Policy

QUESTIONS

Contact: Ellen Bui
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Employee/Labor Relations & Compliance
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