Outside Employment Disclosure Requirements for Management Personnel Plan (MPP) & Executive Employees

In accordance with Title 5 of the California Code of Regulations (Section 42740), full-time MPP and Executive employees are required to disclose all outside employment for the identification of and to preclude any conflict of commitment.

**DEFINITION OF OUTSIDE EMPLOYMENT**
Outside employment is defined as any employment not compensated through the CSU payroll, including CSU foundation and CSU auxiliary employment. This would be 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 p

**DISCLOSURE REQUIREMENTS**
MPP and Executive employees are required to report outside employment for the identification of and to preclude any conflict of commitment and/or conflict of interest. A conflict of commitment is 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 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 – this is considered a Conflict of Interest.

**REPORTING REQUIREMENTS**
MPP and Executive employees are required to report any outside employment:

- **At the Time of hire or Appointment** — Prospective MPP and Executive employees must disclose all current outside employment as a precondition of hire.

- **Annually** — All MPP and Executive employees must submit an annual disclosure by May 1 of each year, reporting on outside employment held the previous calendar year (January 1 through December 31).

- **Within 30 Days of Accepting Outside Employment** — Employees must advise their supervisor of the outside employment opportunity within 30 days of accepting any outside employment.

- **Upon Request** — Employees shall provide any requested information within 10 days of an appropriate administrator’s request.

This policy can be found at [http://www.csun.edu/sites/default/files/outside-disclosure-policy.pdf](http://www.csun.edu/sites/default/files/outside-disclosure-policy.pdf). Additionally, if you have any questions regarding this policy, you may find FAQs in CSU Technical Letter HR2016-06. Questions about completing this form may be directed to Ms. Mika Williamson, Director,
Recruitment Services and Compensation, at ext. 3817 or mika.williamson@csun.edu and/or Ms. Toni Strauja, Director of Employee Relations, at ext. 6566 or antoinette.strauja@csun.edu.

MORE INFORMATION

- Outside Employment Disclosure Form For Management Personnel Plan (MPP) Employees
- Outside Employment Disclosure Form For Senior Management Employees
- CSU Human Resources (HR) Letter 2016-06

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