Dear Colleague,

We would like to inform you that the Outside Employment Disclosure Requirements for Management Personnel Plan (MPP) and Executive Employees have recently been revised. All MPP and Executive employees are now required to complete a Disclosure form regardless if they have no outside employment to report. The new Outside Employment Disclosure Form for Senior Management Employees is a detailed reporting form that is required for all Executive employees and Vice Presidents.

Outside employment activities, while often mutually beneficial to the CSU and the employees themselves, must not conflict with an employee’s ability to meet his/her responsibilities to the CSU and at all times act in the best interest of CSU. Therefore, it is the policy of the CSU to provide a transparent system of disclosure, approval, and documentation of outside employment activities performed by CSU MPP and Executive employees to identify any potential conflicts of commitment and/or conflicts of interest. This policy complies with Section 42740 of Title 5, California Code of Regulations and frames the rules and procedures to delineate permissible outside employment activities.

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.

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 patented materials) is not reportable. Additionally, volunteer work does not apply to this policy.

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.