

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

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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. Unpaid volunteer work does not apply to this policy. Any work for which a W-2 or 1099 is issued must be reported. 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.

### **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 July 15 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.

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](mailto:mika.williamson@csun.edu) and/or Ms. Toni Strauja, Director of Employee Relations, at ext. 6566 or [antoinette.strauja@csun.edu](mailto: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](#)