



## DISCLOSURE OF OUTSIDE EMPLOYMENT

Baton Rouge Community College (BRCC) requires that all full-time employees of the LCTCS comply with provisions to disclose all outside employment. Completion of this form is required for each outside employment event; blanket approvals will not be granted. If the approval of the Chancellor is required, Form B must also be attached. Employees are required to become familiar with the Outside Employment policy before completing this form.

**Please type or print**

<b>Employee Disclosure</b>	
Employee Name	Name of outside employer or business
BRCC Title/Position	Title/Position
Day(s) and Time(s) commitment required	
Describe duties/responsibilities at an outside employing agency.	
1. My outside employment would be with an entity currently doing or actively seeking to do business with my unit at BRCC. <div style="text-align: right;">( ) Yes ( ) No</div>	4. I am collaborating with or on a special assignment to a unit within the BRCC, which the company is doing or is seeking to do business <div style="text-align: right;">( ) Yes ( ) No</div>
2. My outside employment would involve teaching, which results in college-level credit, will be conducted on college time or will utilize BRCC property or services. <div style="text-align: right;">( ) Yes ( ) No</div>	5. My outside employment would result in receiving compensation to assist in the passage or defeat of state legislation during the fiscal year in which the legislation was pending in the legislature. <div style="text-align: right;">( ) Yes ( ) No</div>
3. My outside employment would involve providing professional, personal, consulting, and social services to a department, commission, council, board, office bureau, committee, institution, agency, government, corporation, or any other establishment of the Executive Branch of the State of Louisiana. <div style="text-align: right;">( ) Yes ( ) No</div>	
I will explain to the proposed outside employer that (1) I do not represent said outside employer as an employee of BRCC in any manner, (2) any views I express on behalf of an outside employer do not necessarily reflect the view of BRCC, and (3) in no way may the name of BRCC nor my official BRCC capacity be used in support of any position I may take on behalf of said outside employer. Furthermore, I certify that BRCC personnel, laboratories, and equipment will not be used in connection with outside employment other than as provided in the Policy.	
<b>My signature attests to my understanding of and compliance with the Outside Employment Policy.</b>	
<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <div style="text-align: center;">Print Name</div>	
<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <div style="text-align: center;">Signature</div>	<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <div style="text-align: center;">Title</div>
<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <div style="text-align: right;">Date</div>	

## DISCLOSURE OF OUTSIDE EMPLOYMENT

### Administrative Review

Circle the number corresponding to any employee responses with which you disagree.

Immediate Supervisor/Dean/Director	1	2	3	4	5
Vice Chancellor	1	2	3	4	5
Indicate your agreement or disagreement with the following statements.					
7. The proposed duties ordinarily would be performed as part of the public service portion of the employee's duties and Responsibilities.	Immediate Supervisor	( )	Yes	( )	No
	Vice Chancellor	( )	Yes	( )	No
8. The proposed activity, more appropriately would be accomplished by a contract through BRCC.	Immediate Supervisor	( )	Yes	( )	No
	Vice Chancellor	( )	Yes	( )	No
9. The legal entity for which the outside employment is proposed has a substantial economic interest, which may be materially affected by the way in which the employee performs his or her duties and responsibilities as a BRCC employee.	Immediate Supervisor	( )	Yes	( )	No
	Vice Chancellor	( )	Yes	( )	No
10. The outside employment involves public policy.	Immediate Supervisor	( )	Yes	( )	No
	Vice Chancellor	( )	Yes	( )	No

### Administrative Approvals

If the answer is YES to any question, the Chancellor's approval is required. If all responses are NO, then outside employment may be approved by the immediate supervisor and the Vice Chancellor.

<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	Signature:  _____ Immediate Supervisor                      Date
<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	_____ Vice Chancellor                              Date
All reviewing administrators hereby certify that they have read and are familiar with the Louisiana Code of Governmental Ethics and that approval of this outside employment does not knowingly violate the Code of Ethics, Disclosure of Outside Employment or any other rule or regulation of the College.	
<b>For clarity of any unclear issues was the Ethics Commission consulted?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	



## DISCLOSURE OF OUTSIDE EMPLOYMENT

### *Disclosure of Outside Employment – Form B*

#### Chancellor's Approval

If outside employment requires approval by the Chancellor, the employee must follow the certification and contracting provisions of the Disclosure of Outside Employment under the Approval Level section for outside employment. All required documents shall be attached to and made a part of this Disclosure Form before submission through administrative channels for review by the Chancellor. The following approvals must be obtained before engaging in the proposed outside employment.

#### Employee Disclosure

Employee's Name: \_\_\_\_\_

Proposed outside employer or business: \_\_\_\_\_

Proposed compensation to be received: \$ \_\_\_\_\_

Proposed work dates and times: \_\_\_\_\_

#### Approval / Certification by Chancellor

The outside employment activities are not within the course and scope of the employee's duties to BRCC, for which the employee is being compensated by BRCC.

The outside employment activities do not conflict, delay or in any manner interfere with instructional, scholarly and/or services which the employee is obligated to perform for BRCC.

The consulting activities to be performed are within the academic or professional discipline of the employee or are related to the area of expertise in which the employee is employed by BRCC.

Signature:

\_\_\_\_\_

Chancellor

\_\_\_\_\_

Date

#### Outside Employment Involving Public Policy or a State Agency

( ) Approved

( ) Not Approved

Signature:

\_\_\_\_\_

Chancellor

\_\_\_\_\_

Date