



Disclosure of Outside Employment

In accordance with Louisiana Revised Statutes and policies of the Louisiana Community and Technical College System, each full-time employee of Louisiana Technical College must report any outside employment for which a salary, retainer, fee, or other form of remuneration is paid. A separate disclosure form is required for each outside employment activity reported. Should an additional outside employment activity be initiated subsequent to the annual disclosure date, a separate form must be submitted at that time.

I _____ request approval for the following employment and/or am disclosing other compensation and employment outside the College setting:

Department: _____ Title or Classification: _____

Name & Address of Outside Employer or Business: (if none, write "none") _____

Are you involved in any otherwise prohibited activities? _____ yes _____ no

Time Commitment Required: _____ Inclusive Dates of Activity: _____

Compensation: \$ _____ per _____ Estimated Total Compensation to be received: \$ _____

1. Describe the nature of the outside employment: _____

2. Will this outside employment, combined with any other outside employment previously approved, prevent or infringe upon the performance of regularly assigned full-time duties? _____ If yes, please explain: _____

3. Will this outside employment entail the utilization of college facilities, equipment, materials, or involve other college employees or students? _____ If yes, please explain: _____

4. Will this outside employment involve an entity currently doing or actively seeking to do business with your college department or administrative unit? _____ If yes, please explain: _____

5. Will this outside employment involve any other governmental entity (local, state, federal)? _____ If yes, please explain: _____

Note: It is understood that: (1) you may not represent an outside employer as an employee of the College; (2) Any views you may express on behalf of an outside employer do not necessarily reflect the views of the College. (3) The name of the College and/or your official capacity at the College cannot in any way be used in support of any position you may take in behalf of an outside employer.

It is further understood that you have familiarized yourself with the provisions of Louisiana Revised Statutes 42:110) et seq. relative to outside employment. Louisiana Revised Statutes 42:61 et seq. relative to dual office holding and the policies on these subjects as defined in Northwest Louisiana Technical College official policy and procedures, as well as the Rules of the Louisiana Community and Technical College System. Copies of these documents are available for review through the College Library network, Human Resources Office and in the offices of each Department Head and Dean.

Employee Signature		Date	
Department Head	Date	Director	Date
Comments: _____		Comments: _____	
Campus Dean	Date	Appointing Authority	Date
Comments: _____		Comments: _____	

Policy Reference: Louisiana Technical College Form HRF500.7
Louisiana Revised Statute 42:110
LCTCS Policy #6.018 Outside Employment

Approved:



Dianne Clark
Interim Director