

Outside Employment Form Instructions for Staff

July 1, 2014 – June 30, 2015 (Current Fiscal Year)

Each Rutgers regular salaried staff member must fill out this form when requested by the University. On this form each regular salaried Rutgers staff member should report all non-Rutgers paid outside employment for the prior fiscal year period (i.e. July 1, 2013 to June 30, 2014.) To the extent foreseeable, the form should also include expected outside employment activities for the current and ongoing fiscal year (July 1, 2014 – June 30, 2015).

Please note:

1. It is understood that any report of expected outside activity for the current and ongoing fiscal year is subject to change.
2. New staff do not need to report outside employment in which you engaged prior to your employment at Rutgers

Licenses

A staff member should disclose on this form if he or she holds a professional license¹ issued by the State of New Jersey. Rutgers collects this information because of a State requirement to do so. However, because Rutgers is not in the Executive Branch of State government generally these activities have not been viewed as creating a conflict.

Outside Employment

Outside employment that should be reported on this form is any paid work for which the staff member is compensated by a source other than Rutgers (including part-time employment, self-employment, consulting, or serving on the board of a company). Please note that Rutgers doesn't prohibit outside employment where it doesn't create a conflict of commitment or interest².

Conflict with University Employment

The primary employment obligation of every full-time Rutgers employee is to the university. The university does not set any limits on the amount of compensation a university employee can receive through outside employment, nor does the university set an absolute limit on the amount of time an employee can spend on outside employment. If any employee engages in

¹ A license is authority provided by the State of New Jersey to practice a trade or profession. Examples of jobs that require a professional license include electricians, psychologists, or plumbers.

² Per University Policy 60.3.2 *Outside Work for Non-Academic Employees*



any outside employment that is so time-consuming as to interfere with his or her obligations this is a conflict of commitment. The form asks for information concerning the amount of time a staff member devotes to outside employment because this is a gauge of how significant the outside employment is and can also indicate whether the potential exists for a conflict of commitment.

It is the responsibility of all Rutgers employees to avoid actual or potential conflicts of interest. Please refer to the Rutgers Code of Ethics, the Rutgers Plain Language Ethics Guide, or FAQs on the university's Ethics website for guidance as to what constitutes a conflict of interest. When in doubt about the applicability of this policy to any outside employment ask your immediate supervisor for advice. Discussion or review of any employment with a supervisor affords protection to the employee from accusations of inappropriate behavior.

Employee Name:

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Please respond to question 1 to indicate whether or not you hold any professional license from the State of New Jersey. Please respond to question 2 to indicate whether or not you engaged in outside employment during the prior fiscal year. The form must be completed when requested and returned to your department, University Human Resources or to the Rutgers Ethics Liaison.

Employee Name:

Title:

Department:

Unit/School:

1. Do you hold a professional license³ in New Jersey?

Yes No

Type: Date Issued:

Did you actively engage in the profession for which you possess the professional license during the prior fiscal year (July 1, 2013- June 30, 2014) or do you plan on engaging any profession for which you possess the professional license during the current fiscal year (July 1, 2014 – June 30, 2015)?

Yes No N/A

³ A license is authority provided by the State of New Jersey to practice a trade or profession. Examples of jobs that require a professional license include electricians, psychologists, or plumbers.

2 A. Outside Employment to be completed by *new* regular staff members:

- Yes, I plan to engage in outside employment during the current fiscal year (July 1, 2014 – June 30, 2015.) If you answered “Yes,” please answer Questions 3-6 for each activity.
- No, I do not plan to engage in outside employment during the current fiscal year (July 1, 2014 – June 30, 2015.) If you answered “No,” please sign the last page and submit this form.

2 B. Outside Employment to be completed by *existing* regular staff members only:

- Yes, I was engaged in outside employment during the period of July 1, 2013 – June 30, 2014 **or** I am presently engaged in outside employment **or** I plan to engage in outside employment during the current fiscal year (July 1, 2014 – June 30, 2015.) If you answered “Yes,” please answer Questions 3-6 for each activity.
- No, I have not engaged in outside employment during the preceding fiscal year (July 1, 2013 through June 30, 2014) and I do not intend to engage in outside employment during the current fiscal year (July 1, 2014 through June 30, 2015.) If you answered “No,” please sign the last page and submit.

Employee Name:

3. Name of outside employer:

Address of employer:

4. Please describe your job responsibilities with outside employer:

5. On what date did the employment begin and end?

Begin:

End:

6. Days worked per week:

Hours worked per day:

If your outside employment does not follow a regular schedule (a certain number of days per week or hours per day) please describe the amount of time you work/worked for this outside employer:

If you need to list more outside employers, please copy extra pages as necessary.

I certify that the information that I have provided is true. I understand that if I fail to report outside employment and it turns out to create a conflict of interest, I may be subject to discipline.

Signature of Employee

Date

Where to submit forms:

- *New regular Staff members complete and submit this Outside Employment Form as part of New Employee Orientation.*
- *Existing Staff members: Existing staff members will forward their Outside Employment Forms to their department, University Human Resources or the Rutgers Ethics Liaison as requested.*

You may want to keep a copy of this completed form for your records.

Reviewer initials: _____ Date: _____
