PROFESSIONAL/ADMINISTRATIVE STAFF OUTSIDE CONSULTING AND/OR EMPLOYMENT

The **YSU/YSU APAS *Agreement*** (Article 11.7) and the **Policies of the Board of Trustees** (Number 7001.01) provide that Professional/Administrative Staff may engage in outside employment and consulting as long as such employment does not interfere with a staff member's University duties and does not constitute a conflict of interest with the individual's position at the University. This form is used to report engagement in outside employment and/or consulting.

STAFF MEMBER: Please fill in, or print, the following information, check A or B, sign, and forward for signatures:

NAME: _____

DEPARTMENT: _____

TITLE: _____

This report is for fiscal year July 1, 2008 to June 30, 2009

_____ A. I am currently engaged in outside employment and/or consultation for an average of _____ hours per week. If this activity changes, I will immediately file a report of this activity.

_____ B. I am not presently participating in outside employment or consultation. In the event that I do engage in outside consultation and/or employment, I will immediately file a report of this activity.

I affirm this report is accurate and true to the best of my knowledge. I also swear or affirm that my outside employment does not interfere or conflict with my performance of my duties as a member of the University's staff.

_____ _____

Signature Date

REVIEWER(S): Please route this form until all signatures applicable to this staff member are obtained.

I have reviewed the information on this form and have no reason to doubt its accuracy. In my opinion the consultation or employment reported above does not interfere with the individual's University duties. (If a reviewer chooses not to sign this form, a written explanation should be attached and forwarded with the form.)

_____

Department Director/Chairperson Date

_____

Executive Director/Dean Date

_____

Vice President/Provost Date

Once all pertinent signatures are secured, please forward this form to the Office of Human Resources, for retention by March 15, 2009.