

**LSU HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA**

POLICY NUMBER: 4556-18

CATEGORY: Human Resources

CONTENT: Outside Employment

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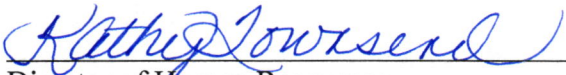
INQUIRIES TO: Division of Human Resources
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Deputy Chief Executive Officer
LSU Health Care Services Division

12/21/18

Date



Director of Human Resources
LSU Health Care Services Division

12/18/18

Date

**LSU HEALTH CARE SERVICES DIVISION
OUTSIDE EMPLOYMENT POLICY**

I. Policy

LSU Presidential Memorandum-11 (PS-11) governs the reporting of outside employment for all LSU employees. Although LSU recognizes a right of employees to engage in outside employment, it has established policies and procedures requiring that all outside employment be disclosed and submitted for administrative review and approval.

Please refer to PM-11 for policy specifics including a listing of types of outside employment which will be approved and which will not be approved. This policy will address general procedures and examples.

II. Applicability

This policy will be applicable to all employees of the Health Care Services Division (HCSD) Headquarters Office and medical center.

III. Effective Date

This policy and subsequent revisions shall become effective upon signature of the HCSD Chief Executive Officer.

IV. Definition of Outside Employment

- A. Outside employment is defined as any non-HCSD activity for which economic benefit is received, including, but not limited to, the types of activities listed below. Economic benefits include cash payments or other non-cash economic benefit.
 - 1. Employment with a non-HCSD employer.
 - 2. Contracts to provide consulting, personal or professional services to non-HCSD individuals or entities.
 - 3. Self-employment or operation of a business.
- B. Outside employment shall be performed only outside of assigned working hours or during a period of paid or unpaid leave.
- C. Outside employment shall not conflict, delay or in any manner interfere with administrative, clinical, and/or other services which the employee is obligated to render to HCSD.
- D. Types of outside employment will be considered for approval:

1. General consulting, other outside employment or business activities.
2. Serving as an expert witness in an area based upon the employee's training and experience.
3. Consulting on a non-University research project. A university employee may be engaged as a consultant on a non-university research project or projects conducted by an outside employer, provided the employee neither supervises the research nor performs the research.

V. Human Resources Responsibilities

- A. Every regular full-time employee shall be aware of the HCSD Outside Employment Policy. This can be done at orientation or through an online learning system.
- B. If an employee reports that they engage or will be engaging in Outside Employment, HR shall ensure that the employee completes the required form(s) - Form A (see attached); review the process with the employee in that the employee understands the approval process and the requirement to submit additional information as necessary.
- C. HR shall review each Outside Employment form submitted. The form shall be completed and signed by the employee. The form shall have the approval of the employee's Department Manager, Division/Service Director, and Hospital Administrator with all questions answered at each level.
- D. Human Resources shall review PM 11 and the completed form to determine whether or not it needs approval of the HCSD Chief Executive Officer and/or the approval of the President of the LSU System.
 1. If the outside employment does not need any further approval, the form is kept in the employee's human resources record.
 2. If the outside employment does need further approval, both Form A and B (see attached) must be completed by the employee, along with required documentation, and forwarded to the HQ Human Resources Administration to continue the approval process.

VI. Approval Process

- A. HCSDA Division

Outside employment which requires approval by the HCSD Chief Executive Officer includes:

1. Employment with an individual or entity currently doing or actively seeking to do business with HCSD.
2. Employment involving teaching which will result in university level credit for the student.
3. Employment which ordinarily would be performed as part of the public service aspect of LSU.
4. Employment yielding results which advance a theory or practice in the employee's field.
5. Employment activity which could be accomplished more appropriately by a contract through HCSD.
6. Employment activity for an individual or entity that has substantial economic interests which may be materially affected by the way in which the employee performs his or her duties and responsibilities as an LSU employee.

B. LSU System President.

The types of outside employment requiring review and approval by the President of the LSU System in addition to HCSD approval are listed below.

1. Employment involving public policy.
2. Employment of the HCSD Chief Executive Officer.
3. Employment or contracts by employees for professional, personal, consulting and social services with 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.

VII. Annual Reporting Requirements

- A. HR shall conduct an annual review of outside employment to ascertain if an employee is continuing in their outside employment activities, has stopped outside employment activities or has started outside employment activities but has not completed the necessary form. An assessment can be done through memo or e-mail to all employees.
- B. Annually, the Human Resources Directors for each HCSD agency shall provide a report listing the employees participating in outside employment. The report shall include the employee's name, job title, department, the name of the outside employer, and the time commitment required. The report shall be submitted to the HQ Human

Resources Department by June 30th. The report shall be completed in the Excel spreadsheet format to easily sort information to combine all agency reports into one for submittal to the LSU Board of Supervisors.

- C. The HQ Human Resources Department shall prepare a report for all of HCSD to submit to the LSU Board of Supervisors and the President of the LSU System annually, by July 31st.

VIII. Code of Ethics Requirement

Compliance with the provisions of this policy is required by the Louisiana Code of Governmental Ethics. Violation of this policy may result in a violation of the Ethics Code and penalties applicable thereto and/or appropriate sanctions by the agency.

PM-11 FORM A

Disclosure of Outside Employment

Louisiana State University in Shreveport

Louisiana State University Presidential Memorandum Number 11 requires that all full-time employees of the LSU System comply with its provisions and disclose all outside employment as defined within it. Completion of Form A is required for each outside employment event; blanket approvals will not be granted. If the approval of the Chancellor or President is required, Form B must also be attached. Employees are required to become familiar with PM-11 before completing this form.

EMPLOYEE DISCLOSURE	
1. Employee Name:	3. Name of outside employer or business:
2. Department:	4. Time commitment required:
5. Describe proposed activity below: If no outside employment is contemplated or currently engaged write NONE in this section, then complete lines 7 through 11 and forward this form to your next supervisory level. If the answer is YES to any of the questions (6A-F or 13A-D) further detailed information will be required. For a YES response the Chancellor and/or the LSU President may be required to signify final action.	
6A. My outside employment would be with an entity currently doing or actively seeking to do business with my unit at the University. [] Yes [] No	6D. I am collaborating with or on special assignment to a unit within the University with which the company is doing or is seeking to do business. [] Yes [] No
6B. My outside employment would involve teaching, which results in university level credit, will be conducted on University time or will utilize University property or services. [] Yes [] No	6E. My outside employment would yield results which advance a theory or practice in my field. [] Yes [] No
6C. My outside employment would involve my 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. <i>(President's Approval Required)</i> [] Yes [] No	6F. My outside employment would result in my 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. [] Yes [] No
I will explain to the proposed outside employer that: (1) I do not represent said outside employer as an employee of the University in any manner, (2) any views I express on behalf of an outside employer do not necessarily reflect the view of the University, and (3) in no way may the name of the University nor my official University capacity be used in support of any position I may take on behalf of said outside employer. Furthermore, I certify that University personnel, laboratories and equipment will not be used in connection with outside employment other than as provide in PM-11.	
My signature attests to my understanding of and compliance with P.M.-11.	
7. Name:	8. Title:
9. Signature:	10. Department:
11. Date:	

ADMINISTRATIVE REVIEW

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

Department Chair	6: [A] [B] [C] [D] [E] [F]
Dean	6: [A] [B] [C] [D] [E] [F]
Vice Chancellor	6: [A] [B] [C] [D] [E] [F]

Indicate your agreement or disagreement with the following statements.

13A. The proposed duties ordinarily would be performed as part of the public service portion of the employees duties and responsibilities.	Department Chair	[] Yes [] No
	Dean	[] Yes [] No
	Vice chancellor	[] Yes [] No
13B. The proposed activity more appropriately would be accomplished by a contract through the university.	Department Chair	[] Yes [] No
	Dean	[] Yes [] No
	Vice Chancellor	[] Yes [] No
13C. The legal entity for which the outside employment is proposed has substantial economic interest which may be materially affected by the way in which the employee performs his or her duties and responsibilities as a University employee.	Department Chair	[] Yes [] No
	Dean	[] Yes [] No
	Vice Chancellor	[] Yes [] No
13D. The outside employment involves public policy. <i>(President's Approval Required)</i>	Department Chair	[] Yes [] No
	Dean	[] Yes [] No
	Vice Chancellor	[] Yes [] No

ADMINISTRATIVE APPROVALS

If the answer is YES to either question (6C) or 13(D), the President's approval is required. If the answer is YES to any other question, the Chancellor's approval is required. If all responses are NO, the outside employment may be approved by the Provost.

[] RECOMMENDED [] NOT RECOMMENDED	Signature:	_____ Department Chair _____ Date
	Signature:	_____ Dean _____ Date
[] RECOMMENDED [] NOT RECOMMENDED	Signature:	_____ Provost/Vice Chancellor _____ Date

ACTION BY PROVOST AND VICE CHANCELLORS

<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> Forwarded thru Chancellor for action by President <input type="checkbox"/> Returned to employee for compliance with P.M.-11 requirement requiring approval of Chancellor	Signature:	_____ Provost/Vice Chancellor _____ Date
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All reviewing administrators hereby certify that they have read and are familiar with the Louisiana Code of Governmental Ethics and the approval of this outside employment does not knowingly violate the Code of Ethics, PM-11 or any other rule or regulation of the University.

PM-11 FORM B

Disclosure of Outside Employment Requiring Approval by the Chancellor or President

Louisiana State University in Shreveport

If outside employment requires approval by the Chancellor or the President, the employee must follow the certification and contractual provisions of PM-11 under the Approval Level section for outside employment. All required documents shall be attached to and made 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. *Form must be typed.*

EMPLOYEE DISCLOSURE	
Employee's Name:	
Proposed outside employer or business:	
Amount of Proposed Compensation: _____	Date: _____

APPROVAL/CERTIFICATION BY CHANCELLOR	
The outside employment activities are not within the course and scope of the employee's duties to the University for which the employee is being compensated by the University.	
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 the University.	
The consulting activities to be performed are within the academic or professional discipline of the employee or are related to the areas of expertise in which the employee is employed by the University.	
Signature:	
Chancellor Louisiana State University in Shreveport	Date

OUTSIDE EMPLOYMENT INVOLVING PUBLIC POLICY OR A STATE AGENCY	
<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	Signature: President
	Date: