

Outside Employment Disclosure Form For Management Personnel Plan (MPP) Employees¹

Requirements: This form is to be completed as appropriate by MPP employees¹ pursuant to Section 42740 of Title 5, California Code of Regulations, even if completed at an earlier date.

Name: _____ Position/Title: _____

Campus: _____ Department: _____

Type of Disclosure (Check at least one box):

- ☐ **Annual:** The period covered is January 1, 20____, through December 31, 20____.
-OR- The period covered is ____/____/20____ (Time of hire or appointment) through December 31, 20____.
- ☐ **Time of Hire or Appointment Date:** ____/____/20____
- ☐ **Accepted outside employment:** Outside employment accepted date: ____/____/20____
- ☐ **Administrator request:** The period covered is ____/____/20____ through ____/____/20____
-OR - Current outside employment beginning ____/____/20____

Outside Employment Status (Select one):

- ☐ I have outside employment to report (complete table below).
- ☐ I have no outside employment to report.

	Nature of Outside Employment Held	Number of Hours for Reporting Period	Expected Duration From/To
1			
2			

☐ I affirm that the information on this form is accurate to the best of my knowledge, that I have read and understand my obligations under the CSU's policy on Outside Employment Disclosure, and that I will comply with the conditions and restrictions imposed by the CSU to manage, reduce, or eliminate conflicts of commitment/interest. I certify that my time commitment to the outside employer(s), if applicable, does not create a conflict of commitment/interest that would interfere with CSU work assignments and satisfactory performance. I also commit to providing an updated form to my immediate supervisor whenever a significant change occurs in the information I have provided. *(Complete and sign below)*

Employee Signature: _____ Date: _____

Reviewed by:

Name: _____ Date: _____

Administrator's Signature: _____

If applicable, submit form and attachments to the independent review committee for additional review and approval. Submit completed form to HR.

¹ For Vice Presidents and Executive employees, see the Outside Employment Disclosure Form for Senior Management Employees.