

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

Requirements: This form is to be completed as appropriate by MPP employees¹ (excluding Vice Presidents and Executive employees) pursuant to Section 42740 of Title 5, California Code of Regulations, even if completed at an earlier date (prior to January 1, 2018)

Name: _____ Position/Title: _____

Employee ID: _____ 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:** ___/___/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 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: (Required) _____

Email completed form to hr-compliance@sjsu.edu

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