

**Outside Employment Disclosure Form
For Management Personnel Plan (MPP) Employees³**

Requirements: This form is to be completed as appropriate by MPP employees (excluding Vice Presidents and Executive employees) pursuant to Section 42740 of Title 5, California Code of Regulations.

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**
- Accepted outside employment:** Outside employment accepted / ____ / ____ /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	Time Commitment	Expected Duration
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: _____

Email completed form to hr-compliance@sjsu.edu

³ For Vice Presidents and Executive employees, see the Outside Employment Disclosure form for Senior Management employees