



## **Rutgers University Outside Employment Form Instructions for Staff Fiscal Year 2009**

Each Rutgers regular salaried staff member must fill out this form by September 30, 2009. On this form each regular salaried Rutgers staff member should report all non-Rutgers paid outside employment for the prior fiscal year period (i.e. July 1, 2008 to June 30, 2009).

### **Licenses**

A staff member should disclose on this form if he or she holds a professional license<sup>1</sup> from the State. Rutgers collects this information because of a State requirement to do so. However, because Rutgers is not in the Executive Branch of State government generally these activities have not been viewed as creating a conflict.

### **Outside Employment**

Outside employment that should be reported on this form is any paid work for which the staff member is compensated by a source other than Rutgers (including part-time employment, self-employment, consulting, or serving on the board of a company). New staff do not have to report outside employment in which you engaged prior to your employment at Rutgers. Please note that Rutgers doesn't prohibit outside employment where it doesn't create a conflict of commitment or interest<sup>2</sup>.

### **Conflict With University Employment**

The primary employment obligation of every full-time Rutgers employee is to the university. The university does not set any limits on the amount of compensation a university employee can receive through outside employment, nor does the university set an absolute limit on the amount of time an employee can spend on outside employment. If any employee engages in any outside employment that is so time-consuming as to interfere with his or her obligations this is a conflict of commitment. The form asks for information concerning the amount of time a staff member devotes to outside employment because this is a gauge of how significant the outside employment is and can also indicate whether the potential exists for a conflict of commitment.

It is the responsibility of all Rutgers employees to avoid actual or potential conflicts of interest. Please refer to the Rutgers Code of Ethics, the Rutgers Plain Language Ethics Guide, or FAQs on the university's Ethics website for guidance as to what constitutes a conflict of interest. When in doubt about the applicability of this policy to any outside employment ask your immediate supervisor for advice. Discussion or review of any employment with a supervisor affords protection to the employee from accusations of inappropriate behavior.

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<sup>1</sup> A license is authority provided by the State of New Jersey to practice a trade or profession. Examples of jobs requiring a professional license include electricians, psychologists, or plumbers.

<sup>2</sup> Per University Policy 60.3.2 *Outside Work for Non-Academic Employees*

Employee Name:

**Rutgers University  
Outside Employment Form for Staff  
Fiscal Year 2009**

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Please respond to question 1 to indicate whether or not you hold any professional license from the State of New Jersey. Please respond to question 2 to indicate whether or not you engaged in outside employment during the prior fiscal year. The form must be completed annually and returned to your designated area reviewer by September 30 of each year. For more information, visit <http://uhr.rutgers.edu/ethics>.

Employee Name:

Title:

Department:

Unit/School:

1. Do you hold a professional license in New Jersey?

Yes  No

Type:

Date Issued:

Did you actively engage in the profession for which you possess the professional license during the prior fiscal year?

Yes  No  N/A

2. **Outside Employment**

I have not engaged in outside employment during the preceding fiscal year (July 1, 2008 through June 30, 2009).



Employee Name:

I have engaged in outside employment during the preceding fiscal year (July 1, 2008 through June 30, 2009).

Name of outside employer:

Address of employer:

Please describe your job responsibilities with outside employer:

On what date did the employment begin and end?

Days worked per week:  Hours worked per day:

Describe the amount of time you worked for this outside employer if the above does not apply:

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*Signature of Employee*

*Date*

**If you fail to report outside employment and it turns out to create a conflict of interest, you may be subject to discipline.**

**This form should be completed and returned by September 30, 2009 to the designated Reviewer in your area. Visit <http://uhr.rutgers.edu/ethics/StaffAreaReviewers.pdf> for a listing of Area Reviewers.**

**You may want to keep a copy of this completed form for your records.**

Reviewer initials: \_\_\_\_\_ Date: \_\_\_\_\_