

# LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER

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AG CENTER PS-26

Version: 1

## OUTSIDE EMPLOYMENT AND ACTIVITIES FOR FINANCIAL GAIN

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### Purpose

This memorandum authenticates the Agricultural Center's policy on outside employment and outside activities for financial gain by its employees.

### Policy

The LSU Agricultural Center recognizes the privilege of its employees to engage in certain types of outside employment and activities for professional improvement and for financial gain that do not conflict with their assigned responsibilities to the University. However, it is imperative that Ag Center employees be aware of and acknowledge in their actions the unique responsibilities a land-grant institution and its employees have to serve the public interest in a very broad sense. Employees should not place themselves in a position where their outside activities and/or employment appears to be in conflict or competition with their work assignments. LSU Agricultural Center employees are hired on a fiscal year basis; therefore, individuals must perform work or services relating to consulting or other outside activities only while on annual leave, outside of assigned working hours, and/or on holidays. University personnel, supplies,

equipment, and/or facilities must not be used in such endeavors.

The LSU System has established policies on *Outside Employment of University Employees* (PM-11); *Consulting not covered by PM-11, which was prohibited by the Ethics Code before the passage of Act 229 of 1987* (PM-66); and *Contracts between the University and its Faculty Members* (PM-67). It is the intention of this AG CENTER PS-26 to recognize and adopt these documents as the minimum policy of the Agricultural Center. PM-11, PM-66, and PM-67 are incorporated into this policy statement by reference. In addition, AG CENTER PS-26 establishes a mechanism for reporting and securing approval for outside activities and consulting by Ag Center employees.

### Procedure

Individuals who are considering outside employment such as consulting and rendering personal services, while employed full-time by the LSU Agricultural Center, are required to request approval for such activities through their unit head/resident director/division leader/district agent on PM-11 Forms A and/or B as appropriate. The Employee Disclosure section of PM-11

Form A shall provide a comprehensive description of the nature of the outside employment activity. (If the space provided for a complete description is not adequate, continue on an attached sheet.) It will include the name and address of the business, agency and/or individuals with whom the proposed activity will be conducted. It will also address the issues of when the activity will occur and the time required to conduct the activity, as specifically as possible.

The head/director/division leader/district agent shall evaluate the request with regard to the following criteria: (1) impact on the ability of the employee to meet the expectations of the Agricultural Center in fulfilling the assignment for which the individual was employed, (2) potential conflict with, delay of, or interference with the University's land-grant responsibilities, and (3) effect on the image and credibility of the Agricultural Center and the professional stature of its employees. The completed form(s) and recommendations shall be forwarded to the appropriate Vice Chancellor(s), and, as required, to the Chancellor(s) and to the President. Action taken on the request should be completed and the individual notified of the action taken within fifteen (15) working days of filing the request. Approval should be obtained prior to engaging in outside employment activities.

Permission to conduct outside employment activities for financial gain that are of a continuing nature must be obtained for each fiscal year. Permission should be requested in May or June to facilitate administrative review and action on the request before the July 1 beginning of new fiscal years.

Permission to engage in non-recurring outside employment activities for financial gain should be requested as they occur and approval should be obtained before any such activity is initiated.

Employees having joint appointments on two campuses should obtain approval from both campuses.

Copies of completed PM-11 Forms A and/or B shall be retained by the appropriate Vice Chancellor and administrative unit from which they originated. Vice Chancellors will maintain a current summary of all outside employment activities in their division. The summaries will be submitted to the Chancellor near the end of each fiscal year. The Chancellor must submit an annual summary of outside employment activities for financial gain to the President's office by June 30 of each fiscal year.

PM-11 Form A and PM-11 Form B attached.