

APPENDIX A – ADDITIONAL OR OUTSIDE EMPLOYMENT FORM

All officers and employees of Eastern Washington University, including student and non-student temporary employees, must complete this form and obtain required approval, prior to engaging in employment beyond their regular position with the university, as described in: [EWU Policy 401-02 – Additional or Outside Employment](https://inside.ewu.edu/policies/knowledge-base/ewu-401-02-additional-or-outside-employment/) (<https://inside.ewu.edu/policies/knowledge-base/ewu-401-02-additional-or-outside-employment/>), [RCW 42.52.120 – Compensation for Outside Activities](http://apps.leg.wa.gov/rcw/default.aspx?cite=42.52.120) (<http://apps.leg.wa.gov/rcw/default.aspx?cite=42.52.120>) and [Chapter 42.52 RCW Ethics in Public Service](http://apps.leg.wa.gov/rcw/default.aspx?cite=42.52) (<http://apps.leg.wa.gov/rcw/default.aspx?cite=42.52>).

Instructions for Completion and Processing Form

After reviewing the policy and laws identified above, please complete and process this form as specified below:

Outside Employment:

Employee must complete Part A: Employment Information and Part B: Outside Employment;

Employee, Regular Supervisor, Dean, and Vice President/President must complete Part D: Signatures and Approval;

Vice President/President will forward the completed form to Human Resources for processing;

Human Resources will provide the employee and the supervisor with a copy.

Additional University Employment

Employing Department must complete: Part A: Employment Information;

Regular Supervisor must complete Part C: Additional University Employment;

Employee, Regular Supervisor, Dean, and Vice President/President must complete Part D: Signatures and Approval;

Vice President/President will forward the completed form to Human Resources for processing;

Human Resources will provide the employee and the supervisors with a copy.

PART A: Employment Information

Name: _____ EWU ID Number: _____

Department: _____ Supervisor: _____

Describe the nature of proposed additional/outside employment and identify Employer: _____

List the beginning and ending dates of the employment: _____

List the salary for the employment: _____

Describe the schedule for the work: _____

PART B OUTSIDE EMPLOYMENT – Criteria for Consideration of Approval

1. Is the outside employment for another state agency?

Yes No

If outside work is for another state agency, employment must be obtained consistent with RCW 42.52.120(2) and be coordinated with the Washington State Executive Ethics Board within 30 days as detailed in EWU Policy 401-02, Sect. 2-6.

2. Will the outside work occur during the employee’s regular working hours?

Yes No

3. Will the outside work create a potential conflict of interest for employee including:

a. Are the outside work activities within the course of the employee’s official duties?

Yes No

b. Do the outside work activities constitute a conflict of commitment or interest to university employment?

Yes No

c. Are the outside work activities detrimental to employee’s official duties and obligations?

Yes No

d. Was the outside work created or authorized by the employee in his/her official capacity?

Yes No

e. Will university resources, including facilities, equipment and materials, be used by employee for outside work activities?

Yes No

PART C ADDITIONAL UNIVERSITY EMPLOYMENT

1. Do the additional work activities constitute a conflict of commitment or interest for employee?

Yes No

2. Are the additional work activities detrimental to the employee's official duties and obligations?

Yes No

3. Was the additional work created or authorized by the employee in his/her official capacity?

Yes No

4. Does the additional work occur during the employee's regular working hours?

Yes No

NOTE: If the answer to question 4 is "yes," a request for additional university employment must be made by the employing department to the employee's supervisor. Further, employee's regular supervisor must determine whether the duties are eligible for additional compensation as described in EWU Policy 401-02, Sect. 3-4.

5. Has prior approval been received by the employing department? Please attach approval documents if applicable.

Yes No

6. If the additional work occurs during the employee's regular working hours, is it of a nonrecurring nature?

Yes No

7. Does the additional work requested correspond with duties already included in the employee's written position description?

Yes No

PART D SIGNATURES AND APPROVAL

EMPLOYEE:

I certify that I have read Chapter 42.52. RCW, and specifically RCW 42.52.120 – Compensation for Outside Activities, as well as EWU Ethical Standards Policy 901-01 in their entirety. Further, I certify I have personally prepared and reviewed this request and certify it complies with the above laws and policy.

Employee – Printed Name _____

Employee – Signature _____ Date _____

SUPERVISOR:

Supervisor – Printed Name _____

Supervisor – Signature _____ Date _____

Note: If this is a request for Additional Employment during employee’s regular work hours (Supervisor also needs to complete following):

I certify I have reviewed the request and determined that the duties: are are not eligible for additional compensation for the following reasons: _____

DEAN:

Dean – Printed Name _____

Dean – Signature _____ Date _____

PRESIDENT/VICE PRESIDENT:

This request for outside/additional employment is:

- Approved as requested
- Approved with modification
- Disapproved

If disapproved, justification: _____

VP/President – Printed Name _____

VP/President – Signature _____ Date _____