Policy Information

This policy was developed in accordance with the California State University (CSU) Human Resources Coded Memo HR 2013-11, Outside Employment Disclosure Requirements for MPP and Executive Employees.

In accordance to Section 42740 of Title 5, California Code of Regulations, the CSU has implemented a policy which requires MPP and Executive employees to identify any conflict of commitment that would interfere with CSU work assignments and performance. Outside Employment refers to any employment not compensated through the CSU payroll, including employment with CSU foundation and CSU auxiliaries. Volunteer work does not apply to this policy.

Procedural Information

1. MPP and Executive employees must provide written disclosure of any and all compensable work outside the CSU within thirty (30) calendar days of taking outside employment.

2. MPP and Executive employees must complete a written disclosure within ten (10) calendar days, upon request of his/her immediate manager if deemed necessary to ensure that the employee’s outside employment does not conflict with the normal work assignment and expected performance.

3. The written disclosure shall be made on the Disclosure and Acknowledgement Form. This form is to be completed by the employee and then reviewed and signed by the direct manager.

4. The completed and signed Disclosure and Acknowledgement Form should be forwarded to the Director’s Office, Center for Human Resources Office at chrdirectoroffice@mail.sdsu.edu or Mail Code 1625.
5. The Center for Human Resources will retain all forms in accordance with the CSU’s Records Retention Policy.

6. MPP and Executive employees will receive annual reminders from the Center for Human Resources.

7. The Center for Human Resources will provide all new MPP and Executive employees a copy of this policy as part of their new employee paperwork.

8. CHR will establish a committee to review Outside Employment Disclosures. The committee will be responsible for reviewing any disclosure and to identify any conflict of commitment that interferes with SDSU work assignments and performance. The committee will also be responsible for managing any identified conflicts.

9. Any questions or concerns regarding this policy should be directed to chrdirectorsoffice@mail.sdsu.edu.

Related Documents

CSU Office of the Chancellor
California State University (CSU) Human Resources Coded Memo HR 2013-11
Outside Employment Policy for MPP and Executives FAQs

San Diego State University
Outside Employment Disclosure and Acknowledgment Form for MPP and Executives