

Outside Employment and Conflict of Interest Activities (All Employees)

General Information:

This report of proposed outside employment is submitted pursuant to the provisions of Florida A&M University Regulation 10.122, Outside Employment. Outside employment/activities as used herein, means any employment and/or activities entered into in addition to employment at the University. Such employment/activities include private practice, private consulting, teaching, research, business (including managerial interests or positions), or other activities, compensated or uncompensated, which is not a part of the employee's assigned duties and for which the University provides no compensation. Conflict of interest means: Any conflict between the private interests of the employee and the public interests of the University, including conflicts as specified in Florida laws.

Employee Name:	Employee ID:
Division:	
Department:	

If you do not have outside employment/activities, complete Section 1. If you do have outside employment/activities, complete Section 2.

Section 1: I do not have outside employment/activities.

Employee Name: _____ Employee Signature: _____ Date: _____



HERE if you DO NOT have outside employment / activities.

Section 2: I have outside employment/activities with an employer/entity in the private sector.
 I have outside employment with another state agency or public employer/entity.

Scheduled University workdays & hours: _____

Total hours per week: _____

Outside Employment / Activities Information	
Name of Employer	
Address of Employer	
Employment Duties	
Start Date	Termination Date:
Outside Workdays and Hours	
Estimated Hours per Week	

I certify to the above and hereby request permission to engage in outside employment/activities. In addition, the above employment/ activities as described above does not constitute a conflict of interest and will not interfere with my primary appointment.

Employee Name:	Employee Signature:	Date:
Supervisor Name:	Supervisor Signature:	Date:

Section 3:

My outside employment/activities will require the use of University facilities, equipment, services or personnel? If yes, please attach [Appendix A, Form FAM-HR 402A](#)

Yes No

Approved _____
 (PRINT) Department Head Name Date: _____

Approved _____
 Department Head Signature

Approved _____
 (PRINT) President/Provost/Vice President Name Date: _____

Approved _____
 President/Provost/Vice President Signature