



DISCLOSURE OF OUTSIDE

In accordance with Louisiana Revised Statutes and policies of the Louisiana Community and Technical College System, each full-time employee of Louisiana Technical College must report any outside employment for which a salary, retainer, fee, or other form of remuneration is paid.

I \_\_\_\_\_ request approval for the following employment and/or am (Print or Type Employee Name)

disclosing other compensation and employment outside the College setting:

Department: \_\_\_\_\_ Title or Classification: \_\_\_\_\_

Name & Address of Outside Employer or Business: (if none, write "none") \_\_\_\_\_

Are you involved in any otherwise prohibited activities? \_\_\_\_\_ yes \_\_\_\_\_ no

Time Commitment Required: \_\_\_\_\_ Inclusive Dates of Activity: \_\_\_\_\_

Compensation: \$ \_\_\_\_\_ per \_\_\_\_\_

Estimated Total Compensation to be received: \$ \_\_\_\_\_

1. Describe the nature of the outside employment: \_\_\_\_\_

2. Will this outside employment, combined with any other outside employment previously approved, prevent or infringe upon the performance of regularly assigned full-time duties? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

3. Will this outside employment entail the utilization of college facilities, equipment, materials, or involve other college employees or students? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

4. Will this outside employment involve an entity currently doing or actively seeking to do business with your college department or administrative unit? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

5. Will this outside employment involve any other governmental entity (local, state, federal)? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Note: It is understood that: (1) you may not represent an outside employer as an employee of the College: (2) Any views you may express on behalf of an outside employer do not necessarily reflect the views of the College. (3) The name of the College and/or your official capacity at the College cannot in any way be used in support of any position you may take in behalf of an outside employer.

It is further understood that you have familiarized yourself with the provisions of Louisiana Revised Statutes 42:110) et seq. relative to outside employment. Louisiana Revised Statutes 42:61 et seq. relative to dual office holding and the policies on these subjects as defined in Louisiana Technical College official policy and procedures, as well as the Rules of the Louisiana Community and Technical College System. Copies of these documents are available for review through the College Library network, Human Resources Office and in the offices of each Department Head and Dean.

Employee Signature

Date

Department Head Date Comments: \_\_\_\_\_

Regional Director Date Comments: \_\_\_\_\_

Campus Dean Date Comments: \_\_\_\_\_

Appointing Authority Date Comments: \_\_\_\_\_

*Policy Reference:* Louisiana Revised Statute 42:110  
LCTCS Policy #6.018 Outside Employment

*Review Process:*

<b>X</b>	<b>Reviewing Council/Entity</b>	<b>Review Date</b>	<b>Effective Date</b>
	LTC Financial Staff		
	LTC Human Resources Committee		
	Vice President for Career & Technical Education Approval		

*Distribution:* Distributed Electronically via College's Internet  
Hard Copy Distribution to LTC Regional Directors

*SIGNATURE*



*James R. Sawtelle, III*  
*Vice President for Career & Technical Education*