



## Southeastern Louisiana University Outside Employment/Compensation Policy

### Document History

Responsible Administrator: Director of Human Resources

Responsible Office: Human Resources

Approved By: President

Approval Date: 6/27/2018

### Purpose of Policy

As required by Louisiana Revised Statute 42:1123(9), the Board of Supervisors for the University of Louisiana System is required to establish Policies and Procedures to ensure disclosure of outside employment activities for full-time employees within the University of Louisiana System. This policy recognizes the employee's right to engage in outside employment, as long as it is within the proper parameters as established by Louisiana law.

### Policy Procedure

All outside employment in which any compensation or remuneration of any type is received, must be disclosed regardless of nature. This includes any compensated activities even if they are included as professional activities for purposes of annual evaluation.

To fulfill its annual certification requirement under the University of Louisiana System guidelines, employees will be notified to report their outside employment status to Human Resources. Reminder notices will be placed in the By-Lion and regularly sent through Faculty/Staff Notices.

Failure to report any outside employment/compensation is subject to disciplinary action up to and including termination.

### Reference

University of Louisiana System Bylaw: Chapter III, Section VII

University of Louisiana System Policies and Procedures memorandum: FS-III.VII.-1