APPENDIX A – ADDITIONAL OR OUTSIDE EMPLOYMENT FORM
(LAST UPDATED: MARCH 3, 2012)

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
(http://cfweb.ewu.edu/policy/PolicyFiles/EWU_901_01.pdf),
RCW 42.52.120 – Compensation for Outside Activities
(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).

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 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 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: __________________________________________

________________________________________

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 __________