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CLASSIFICATION AND COMPENSATION

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A9.240 RECORD OF OUTSIDE EMPLOYMENT

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1. Purpose. To prescribe a standard form which Board of Regents employees may file their plans for outside employment.
  2. Applicability/Responsibility. This instruction applies to all BOR appointees. The term "faculty member" in the BOR policy includes all personnel appointed by the BOR. BOR personnel are responsible for filing their plan for employment outside of University jurisdiction.
  3. Procedure.
    - a. All BOR employees except as provided in paragraph 3.e. below, must file while with their chairperson, administrative supervisor or designee the particulars on any employment they propose to undertake which is outside of the University or the Research Corporation of the University of Hawaii. Attachment 1 is UH Form 50 (PERS) designated for this purpose.
    - b. The form must be filed at least one week prior to the beginning of each semester (or fiscal year, if appropriate) in which outside employment is contemplated, or, when there has been a change in plan previously proposed and approved. The form may be filed promptly at other times to accommodate situations where outside employment opportunity materializes on short notice.
    - c. Approval is not required for outside employment during that period of time which coincides with the individual's off-duty or vacation period; however, all BOR employees should file the form.
    - d. Approval of the appropriate Dean or Director of their designee except as indicated in 3.c., is required before an individual starts on the outside compensated activity.
    - e. BOR employees who are on fixed duty schedules of eight
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hours per day and forty hours per week, including those whose 40-hour work week is subject to flexible scheduling, need not file the UH Form 50.

4. Supply of Forms. The initial supply of forms will be furnished by the University Personnel Office. Subsequent requirements are to be provided by the unit of assignment of the BOR employee concerned.



RECORD OF OUTSIDE EMPLOYMENT

I am planning to consult, enter into a contract, or take or engage in private employment for which I will be reimbursed other than through the University of Hawaii State payroll or RCUH. I have read the policy on Outside Employment for Compensation and agree to abide by its provisions. (The text of the policy is contained in the BU 07 collective bargaining agreement and in Volume I, Board of Regents Bylaws and Policies.

I have attached a complete description of my outside employment activities, together with the amount of times spent on each. (NOTE: A disclosure of remuneration records is not required.)

I understand that I am required to file this form at least one week before the commencement of each semester. or whenever a change in outside employment is proposed.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Dept./School/Unit \_\_\_\_\_

Department or Division Chairperson, Administrative supervisor or Designee (check one):

( ) I endorse this request. I do not consider that the project will interfere with the performance of the official duties of the applicant.

( ) I do not endorse this request, for the reason attached.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Dean, Director or Designee (check one):

( ) Approved, based on the applicant's statement and the endorsement above.

( ) Disapproved, for the reasons attached.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

NOTE: Dean/Director keeps original; copy to chairperson or Administrative Supervisor and applicant.