

OUTSIDE ACTIVITIES/INTERESTS DISCLOSURES

Considerations for Supervisors Reviewing Forms:

Supervisors: If you are unsure about the answers to any of these questions, you should discuss them with the employee to ascertain sufficient information to make an informed decision regarding approval.

- Does the employee have other previously approved outside activities?
- Is the amount of time necessary for the employee to conduct the proposed outside activity in compliance with UHS policy? (See SAM 02.A.08 for more details.)
- Do the requested outside activities require commitments of time of more than 8 hours per calendar week or exceed a maximum of 32 hours per month?
- Will the proposed outside activities be conducted so as not to interfere with the employee's university obligations, including but not limited to, regularly scheduled classes?
- Does the amount of time necessary for the employee to conduct the proposed outside activity seem consistent with the work as described?
- Would the proposed outside activity appear to induce the employee to disclose confidential information or to impair the employee's judgement in the performance of university duties?
- Does the proposed activity appear to interfere with the employee's primary duties and responsibilities to UHS?
- Is there a determinable benefit to UHS and/or contribution to the employee's professional development?
- Is the outside activity appropriate for the employee, considering the other commitments that the employee already has?
- Do you foresee a potential conflict of commitment or conflict of interest with the employee engaging in the proposed outside activity?