Middle Georgia State University

OUTSIDE WORK FORM

The purpose of this form is to document the prior approval of **outside activities,** per the USG BOR Policy 8.2.18.2 and MGA Policy 8.1.5, which require employees to obtain written approval before engaging in compensated outside activities. For the full text of the policy, please see the BOR Policy Manual or the MGA Policy Manual

All faculty and staff wishing to engage in outside occupation activities must **complete this form and receive approval before the activity can begin.** This form **must be completed** for every instance an outside activity is requested, and appropriate approval is required as stated below. Faculty should submit completed forms to the Dean's Office who conducts the first level of review. Staff should submit completed forms to their immediate supervisor. Once all approvals are received, the completed forms are retained in the office of Human Resources.

Print Employee Name and Title: _____

College/School/Department/Office: _____

☐ I have no outside employment (should this status change, it is the responsibility of employee to refile this form with their immediate supervisor for approval.)

☐ I am requesting approval to engage in the following outside occupational activity. Engagement in this activity does not harm the institution and does not prevent me from engaging fully in my contract/MGA primary responsibilities. I understand that failure to report outside activities. By signing and submitting this form, I certify that engaging in this outside occupational activity does not:

(1) create a conflict of interest or a conflict of commitment (unless I have attached a conflict of interest or conflict of commitment form);
(2) interfere with my MGA duties (i.e. classes, meetings, or responsibilities);
(3) utilize any MGA resources (unless otherwise indicated below) or MGA intellectual property; and
(4) otherwise violate MGA or University System of Georgia policies.

Date(s) of activity: _____

Please describe the proposed outside work: _____

Will the proposed outside work use any MGA resources? Yes or No (Please circle one.) List what resources: _____

Does the Outside Work create a conflict of interest? Yes or No (Please circle one.) If yes, please fill out the Conflict of Interest Form which can be found on the MGA website.

_____	_____	_____
Employee Name	Signature	Date

Approvers:

_____	_____	_____
Dean/Department Head/ Supervisor	Signature	Date
_____	_____	_____
Provost/Vice President/President	Signature	Date