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ACADEMIC AFFAIRS POLICY ON OUTSIDE EMPLOYMENT

I. Purpose

Permanent Memorandum 11 (PM-11) is a policy of the LSU Board of Supervisors regarding outside employment of employees of every campus within the LSU system. Pursuant to PM-11, certain outside employment activities are recognized as beneficial to the LSU Health Sciences Center at New Orleans, the University, the State, and its citizens.

LSUHSC-NO employees have a right to engage in such outside employment; however, all such outside employment must be disclosed and approved in advance. Compliance with the provisions of PM-11 is required by the Louisiana Code of Governmental Ethics, and violations of PM-11 may result in applicable penalties and/or sanctions. This guidance is provided to outline the process for accurately complying with all requirements of PM-11 at the LSU Health Sciences Center at New Orleans.

- Outside employment, as defined in PM-11, is any non-University activity for which economic benefit is received, including but not limited to employment with a non-university employer, contracts to provide consulting, personal or professional services (including publishing agreements) to non-University entities, self-employment, or operation of a business, including but not limited to LLCs, partnerships, corporations, etc.
- Economic benefit includes cash payments including but not limited to salary and wages, fees, stipends, expense reimbursement including travel reimbursement, etc. as well as other non-cash forms of benefit including but not limited to shares of profit, shares of stock, equity participation, in kind, and other similar non-cash remuneration as the employee and outside employer may agree.
- Normal working hours are the time frame when the employee is expected to be present and available to perform the duties and responsibilities of his/her position and whose absence would require an approved application for leave.

II. Process for Compliance with the Policy

1. If the proposed outside activity is regarded as an essential component of the employee's scholarly activity for the purposes of faculty evaluation and promotion as specified in the promotions and tenure criteria of the employee's respective school and *NO* economic benefit is received, there is no requirement to seek approval for the activity under PM-11.

2. If the proposed outside activity is regarded as an essential component of the employee's scholarly work for the purposes of faculty evaluation and promotion, and some form of economic benefit *WILL BE* received, the employee should seek approval under PM-11 prior to initiation of the activity. The PM-11 application will be administratively reviewed to determine if the activity is better suited for conduct through a contract with the University. If the scholarly work is approved for conduct outside the University, and will take place during normal working hours, the employee must take annual leave or leave without pay for the time spent in the conduct of the approved outside activity.

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3. If the proposed outside activity is *NOT* regarded as an essential component of the employee's scholarly work, and some form of economic benefit *WILL BE* received, the employee should seek approval under PM-11 prior to initiation of the activity. The PM-11 application will be administratively reviewed to determine if the activity is allowable under the guidelines of PM-11. If the activity is approved for conduct outside the University, and will take place during normal working hours, the employee must take annual leave or leave without pay for the time spent in the conduct of the approved outside activity.

4. If:

- The proposed activity would not be more appropriately accomplished by a contract through the university; and
- The legal entity for which the outside employment is proposed does not have a substantial economic interest which may be affected by the way in which the employee performs his or her duties and responsibilities as a University employee; and
- The outside employment does not involve a public agency; and
- The activity is approved for conduct outside the University; and
- The activity will take place during normal working hours,

Then the employee must take annual leave or leave without pay for the time spent in the conduct of the approved outside activity.

Approved:

Larry H. Hollier, M.D.
Chancellor

Effective: January 7, 2016