

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.