OUTSIDE WORK FORM

The purpose of this form is to document the prior approvabutside activities, per the USG BOR Policy 8.2.18.2 and Me 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 before very instance 0 Td P w 12.04-2.7(c6(d7(e 0 2.7(o)6l-nrvv-11(m))6l-nrv2

are received, the completed forms are retainied the office of Human Resources.

Print Employee Name and Title: _____

College/School/Department/Office: _____

I have no outsidemployment (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 cupational activity does not:

- create a conflict of interest or a conflict of commitment form);
- (2) interfere with my MGA dutie(e.e. classes, meetings, or responsibilities)
- (3) utilize any MGA resource(sunless otherwise indicated below) MGA intellectual property; and
- (4) otherwise violate MGA or University System of Georgia policies.

Date(s) of activity:

Pleasedescribe 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 yesil please 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