

**The University of Texas at Austin**  
**Utilities & Energy Management**

**ANNUAL REQUEST FOR OUTSIDE EMPLOYMENT**

**Academic Year 20** \_\_\_\_\_ **- 20** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Section/Crew Code:** \_\_\_\_\_

**EID:** \_\_\_\_\_

I have no Outside Employment

I request permission to accept the following outside employment while on the payroll of The University of Texas at Austin. This request is made in accordance with the Rules and Regulations of the Board of Regents of the University of Texas System, Series 30103. For the purposes of this request, I understand outside employment to include:

- a) employment or consulting in an outside work or activity external to Utilities and Energy Management (UEM);  
or
- b) receipt from an outside source of a regular retainer fee or salary;  
or
- c) regular or periodic involvement with a business, company or other outside activity in which I have a principal interest if my involvement relates to my University professional/scholarly discipline or duties or with a Foundation or other non-profit organization in which I am an officer, board member, or other responsible official.

To avoid a conflict of interest, per University policy, it is not permissible for employees to perform or assist in work outside UEM relating to one's craft or field including construction, repair, and/or renovation on University of Texas property without the UEM Executive Director's approval. This includes, but is not limited to, working for another University department or entity, a contractor, or one's self.

1. Employing agency [specifically identify with an asterisk (\*) all entities meeting definition c) above]:

State Agency       Private Sector       Other (City of Austin, School Districts, & Austin Community College)

2. Nature of duties to be performed:

3. Dates(s) of outside employment through August 31. Annual approval is required.

4. Average number of hours per week, per month, or other fixed time period required for each activity shown in 1.) above:

I certify the outside employment requested does not create a conflict of interest with my University responsibilities and is consistent with all applicable University rules and regulations.

U.T. Shift    Days of week \_\_\_\_\_ Starts: \_\_\_\_\_  am /  pm    Ends: \_\_\_\_\_  am /  pm

Outside Shift    Days of week \_\_\_\_\_ Starts: \_\_\_\_\_  am /  pm    Ends: \_\_\_\_\_  am /  pm

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Assistant/Associate Director

\_\_\_\_\_  
Sr. Associate Vice President