

By provision of the BOR-UFF Collective Bargaining Agreement, the following outside activities must be reported prior to engaging in the outside activity.

- (a) All *compensated* outside activity which occurs during a period in which an employee is under contract with The University of West Florida, regardless of the duration of the outside activity or the level of compensation.
- (b) All *uncompensated* outside activity which you believe may create a conflict of interest.

**REPORT OF OUTSIDE ACTIVITY
(To be filled out by employee)**

I, _____, plan to engage in the outside activities noted below. (Describe nature and extent of activity).

OUTSIDE EMPLOYER (or other recipient of service, if uncompensated):

FUNDING ENTITY: (Specify if different from outside employer)

INCLUSIVE DATES: From _____ To _____

LOCATION WHERE ACTIVITY IS TO BE PERFORMED: _____

I will () will not () receive compensation for this activity. It is my belief that this outside activity will not interfere with the performance of my duties at The University of West Florida, nor will it create a conflict of interest with my position at UWF.

My normal duties at The University of West Florida will be accomplished during this period through the following arrangement. (e.g., specify outside normal work hours, annual leave to be used): _____

- () I will not be using any University resources in conjunction with my outside activity.
- () I am requesting use of University resources in conjunction with my outside activity and have completed and attached a Request for Approval of Use of University Resources form.

Employee Signature

Date

**DETERMINATION OF CONFLICT OF INTEREST
(To be completed by the appropriate Department Head)**

- () No conflict of interest is evidence in the proposed outside activity
- () The proposed outside activity is deemed to constitute a conflict of interest and permission to engage in such activity is not granted.

Department Head Signature

Date

ACKNOWLEDGEMENTS:

Dean/Division Head Date

Vice President Date

REVIEWED:

Office of Human Resources Date

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