

## Outside Work Request for Approval (Professional and Classified Staff)

In accordance with UW Administrative Policy Statement 47.3 [Outside Consulting Activities and Part-Time Employment by Professional or Classified Staff Employees](#), the UW requires professional and classified staff to obtain University approval before engaging in any activities, regardless of whether paid or unpaid, if the activities could be in conflict with their UW duties.

### Section I - Employee Information

Last name:	First name:	Middle initial:
Employee ID#	Email address:	<input type="checkbox"/> Professional staff <input type="checkbox"/> Classified staff
Department:	Major organization:	
Job title:	% FTE:	Service period (12 months, 9 months, or other)
Work will be performed for:		
Dates of work:		
From:	To:	<input type="checkbox"/> Indefinite
Describe the activities to be performed and any relationship they may have to your UW employment:		
When will work be performed: <input type="checkbox"/> Outside regular work hours <input type="checkbox"/> During regular work hours		
If work will be performed during regular work hours, are you requesting:		
<input type="checkbox"/> Annual leave <input type="checkbox"/> Leave without pay <input type="checkbox"/> Temporary change in % FTE <input type="checkbox"/> Permanent change in % FTE		
Will other UW employees be involved in this work? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If other UW employees will be involved, please identify them (use additional sheet if necessary):		
Name:	Name:	Name:
Date by which a response to the request is needed:		
<input type="checkbox"/> I certify that the statements above are truthful to the best of my knowledge. I understand that if the nature of my outside work changes, I will report the changes to my supervisor.		
<input type="checkbox"/> I confirm that I have read APS 47.3 <a href="http://bit.ly/2bd8ocE">Outside Consulting Activities and Part-Time Employment by Professional or Classified Staff Employees</a> ( <a href="http://bit.ly/2bd8ocE">http://bit.ly/2bd8ocE</a> ) and acknowledge my obligation to avoid or mitigate actual and potential conflicts between outside work and my University employment.		
<input type="checkbox"/> I understand that I may not use University resources for my outside work unless allowed by APS 47.2 <a href="http://bit.ly/2bnKTOB">Personal Use of University Facilities, Computers, and Equipment by University Employees</a> ( <a href="http://bit.ly/2bnKTOB">http://bit.ly/2bnKTOB</a> ).		
<input type="checkbox"/> I agree to comply with UW Executive Order No. 36 <a href="http://bit.ly/1EQjHRq">Patent, Invention, and Copyright Policy</a> ( <a href="http://bit.ly/1EQjHRq">http://bit.ly/1EQjHRq</a> ) and APS 59.4 <a href="http://bit.ly/2besuTa">Technology Transfer</a> ( <a href="http://bit.ly/2besuTa">http://bit.ly/2besuTa</a> ). If my outside work has any potential issue of patent assignment, I agree to report it to <a href="http://comotion.uw.edu/">UW CoMotion</a> . ( <a href="http://comotion.uw.edu/">http://comotion.uw.edu/</a> )		
Employee signature:		Date:

## Section II – Supervisor Signature

<p>On the basis of the information provided, the employee's proposed outside work:</p> <p><input type="checkbox"/> Will not interfere with the employee's primary obligations to the UW.</p> <p><input type="checkbox"/> Is not within, or a duplication of, the UW duties of the employee or under the employee's supervision.</p> <p>Additionally (if applicable),</p> <p><input type="checkbox"/> RCW 42.52.110-120 have been followed (if the outside work involves consulting for another Washington state entity).</p> <p><input type="checkbox"/> I have discussed with the employee a plan for conflict mitigation (to the extent that the employee's outside work could be in conflict with APS 47.3).</p> <p>Approval is: <input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended</p>	
Print name:	Title:
Signature:	Date:

## Section III – Department Chair/Program Director Signature

<p>Approval is: <input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended</p>	
Print name:	Title:
Signature:	Date:

## Section IV – Unit Administrative Head Signature

<p>Request is: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved</p> <p>Requirements upon which approval is conditional (if any):</p>	
Print name:	Title:
Signature:	Date:

**Copies of the completed form go to: unit administrative head, department, and employee**

**OUTSIDE WORK/BUSINESS SUPPLEMENTAL QUESTIONNAIRE**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

1. Is your outside job, business or consulting services in the same trade, profession, or industry as your University of Washington job?

\_\_\_\_\_

2. Does your outside job, business or consulting services use or sell any of the same materials, tools or other resources as your University job? If yes, what?

\_\_\_\_\_

3. Do you plan to use any University of Washington or state resources (materials, tools, work time) in the performance of this outside job, business or consulting services?

\_\_\_\_\_

4. Does your outside job, business or consulting service employ or otherwise involve ANY University of Washington employee? If yes, who? (name, title, department, reporting relationship) If no, does the employee have any other connection to the University of Washington?

\_\_\_\_\_

5. Does your outside job, business or consulting service do any business with the University of Washington, or provide information or services to businesses that contract with the University of Washington? If yes, explain.

\_\_\_\_\_

6. Does your outside job, business or consulting services ever occur or could occur at times that you are scheduled to work at your University of Washington job? If yes, explain.

\_\_\_\_\_

7. Do you work for a business that has a contract to do business with the University of Washington? If yes, explain.

\_\_\_\_\_

8. Does your outside job, business or consulting service have anything to do with regulatory work or issues? If yes, explain.

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