



University of Georgia
Staff Notification Form for Pre-Approved
Compensated Outside Activities

Purpose: Staff are pre-approved to perform compensated outside activities that relate to the staff member's knowledge, skills or duties at UGA if all six of the following conditions are met: (1) the employee's UGA job has no supervisory responsibilities; (2) the compensated outside activity is not for a current or prospective UGA vendor the employee interacts with, supervises, or is involved in the selection or evaluation of; (3) the compensated outside activity occurs outside of the employee's UGA work hours; (4) no UGA resources are utilized in the performance of the compensated outside activity; (5) the employee submits this Notification Form in advance to the employee's Department Head or Director (with the Notification Form to be re-submitted annually); and (6) the compensated outside activity complies with any unit-specific restrictions imposed by the employee's unit, as approved in writing by Human Resources. If all six of these conditions are met, then the employee has written approval to engage in the compensated outside activity once this Notification Form is submitted. **An employee is not required to obtain written approval nor provide any type of notification prior to engaging in compensated outside activities that do not relate to the employee's expertise or responsibility as a UGA employee.**

Policy Requirement: In accordance with [Board of Regents Policy 8.2.18.2 Conflicts of Interest, Conflicts of Commitment, and Outside Activities](#), each UGA employee with a work commitment of 30 or more hours per week must receive written approval when engaging in compensated outside activities **that relate to their expertise or responsibilities as a UGA staff member**. By submitting this Notification Form, staff who meet the six conditions listed above have written approval to engage in such compensated outside activities.

Please provide the information requested below:

Name: _____ Title: _____

School/College/Unit: _____ Department: _____

Email: _____

1. Sources of outside (non-University) compensation:

Name: _____

Address: _____

2. What services or activities will you engage in?

Please describe the services or activities: _____

I certify to the best of my knowledge that the information provided on this notification form is correct and complete.

Signature of submitting staff

Date

Received by Department Head or Director:

Name

Title

Signature

Date

Procedure for Reviewing Pre-Approved Staff Compensated Outside Activities Pursuant to the University of Georgia Conflicts of Interest, Conflicts of Commitment, and Outside Activities Policy

1. Department Heads and Directors must first determine whether a staff member has met the conditions for pre-approval of compensated outside activities. The conditions are:
 - (1) the employee's UGA job has no supervisory responsibilities;
 - (2) the compensated outside activity is not for a current or prospective UGA vendor the employee interacts with (employee has some part in managing UGA's role with the vendor), supervises, or is involved in the selection or evaluation of;
 - (3) the compensated outside activity occurs outside of the employee's UGA work hours;
 - (4) no UGA resources are utilized in the performance of the compensated outside activity;
 - (5) the employee submits a [University of Georgia Staff Notification Form for Pre-Approved Compensated Outside Activities](#) in advance (except in the case of activities beginning prior to September 5, 2019, which will require notification be made promptly) to the employee's Department Head or Director (with the Notification to be re-submitted annually); and
 - (6) the compensated outside activity complies with any unit-specific restrictions imposed by the employee's unit, as approved in writing by Human Resources.

If all six of these conditions for pre-approval are met, then pursuant to this Policy, the employee has written approval to engage in the compensated outside activity. If the compensated outside activity does not relate to the employee's expertise or responsibilities at UGA, no notification or approval is required.

2. For purposes of determining whether a staff member meets the conditions referenced above, Department Heads and Directors should consider the following:
 - A "vendor" is defined as "any person who sells to or contracts with UGA for the provision of any goods or services."
 - Use of UGA property or intellectual property is prohibited when a staff member is using the pre-approval process. For instances where a staff member is requesting use of UGA property or intellectual property, the staff member must seek University approval before engaging in the compensated outside activity using the University of Georgia Compensated Outside Activities Approval Form ([Approval Form](#)).
 - If the Department Head or Director determines there is an actual or potential conflict of interest based upon review of the [Notification Form](#) and discussion with the staff member, if necessary, then the Department Head or Director should determine whether a management plan can alleviate the actual or potential conflict of interest. If necessary, the Department Head or Director may consult with Faculty & Staff Relations in making the determination as to whether a conflict exists and whether it can be managed.
3. If all six conditions for pre-approval are met based upon the Department Head or Director's review of the Notification Form and discussion with the staff member, if necessary, then the Department Head or Director should sign the [Notification Form](#) and maintain it in the department. A copy should also be provided to the staff member.
4. Department Heads and Directors should review the UGA Conflicts of Interest, Conflicts of Commitment, and Outside Activities Policy with their employees during the annual performance evaluation process.