



Outside Employment Request and Approval Form

Request Information

Employee Name: _____ Request Date: _____

Employee #: _____

The request submitted by the employee to Human Resources for the President's approval, to engage in outside employment must comply with IAIA policy:

Policy 2.17 Outside Activities, Other Employment, and Conflicts of Interest,

The IAIA expects its employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the IAIA and the conduct of its affairs. Business dealings that represent, or appear to represent, a conflict between the interests of the IAIA and an employee are not permitted.

No employee may solicit, negotiate for or accept employment from or render any services to any outside person, firm, group or entity if such employment or service physically impairs the proper discharge of the employee's IAIA duties; creates or tends to create a conflict of interest between IAIA and the employee or outside person, firm, group or entity; or compromises the professional integrity of the employee or the reputation of the IAIA.

Any outside employment must be based on the premise that the employee's primary responsibility is to the IAIA and must be approved by the employee's IAIA supervisor in advance of commencing the outside employment. Employees are prohibited from performing any duties related to outside employment during their regular working hours or during any additional time that is needed to fulfill an employee's responsibilities to the IAIA.

When outside employment is performed on the employee's own time, without support services of the IAIA, the employee may retain fees, honoraria, and copyrights if in compliance with the IAIA's Copyright Policy. When outside employment is performed during normal working hours or with the use of IAIA resources, any payment should either be given to the IAIA or declined. Compensation may be monetary or non-monetary, direct or indirect.

For purposes of their outside professional activities, employees may use only their own IAIA office space, studios and library services. Any and all other IAIA facilities including, without limitation, computers and other equipment, may not be used for any purposes related to outside employment.

Description of Outside Employment:

Employer's Name: _____ Job Title: _____

Schedule: _____

Duties:

Outside Employment Approved: _____

Outside Employment Not Approved: _____

Dr. Robert Martin

Date