

**Employee Name** \_\_\_\_\_

**Employee Work Address** \_\_\_\_\_

This form is intended to document and agree upon the parameters that will govern the request by \_\_\_\_\_ to engage in work outside the University that is considered like-work to his/her MSU employment for \_\_\_\_\_.

(Department or Unit)

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**Description of Work**

Please provide (or attach) a brief description of the work that will be performed outside the University:

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**Timeframe for Work**

Estimated start date of work: \_\_\_\_\_

Estimated completion of work: \_\_\_\_\_  
(if intermittent or ongoing, please indicate as such)

Estimated number of hours to be spent per day/week/year: \_\_\_\_\_

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**Use of University Employees**

Please list any MSU employees who will work with you on this assignment:

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**Approval Conditions**

Approval for the employee to engage in the above-described work is contingent on the employee's agreement with the following conditions:

1. The work will not interfere with the performance of the support staff employee's University duties and the employee's primary commitment will continue to be his/her employment with Michigan State University.
2. The work will not adversely affect the University's interests or cause the employee to violate University policies or regulations including the conflict of interest provisions contained in the MSU Employee Handbook.
3. All work outside of the employee's MSU job responsibilities will be completed on the employee's own time and not during his/her scheduled workday.
4. MSU resources (including IT resources) will not be utilized to complete any work outside the University. MSU resources that are available to the general public may be used provided that they are used outside of scheduled working hours.
5. Any vacation time required to complete work outside the University must be approved by the employee's supervisor in advance.
6. The employee's MSU job responsibilities must continue to be completed accurately and on schedule. If the outside work interferes with the performance of the employee's duties and responsibilities, approval to engage in the outside work will be terminated and the employee may be subjected to discipline pursuant to the Support Staff Rules Governing Personal Conduct of Employees.
7. The employee will clearly communicate to the non-MSU employer that (a) he/she is acting in his/her own individual capacities and not on behalf of the University and that (b) the University does not endorse, sponsor, or support the outside work. Nothing may be used in outside work that could indicate or imply involvement or endorsement of MSU in the outside work. Examples include, but are not limited to, use of University or departmental letterhead (paper or electronic), MSU websites or MSU-associated Internet domains (i.e., netid@msu.edu).
8. The involvement of University students or staff (especially those for whom the support staff employee has oversight responsibilities) in an employee's outside work for pay must be disclosed on the "Outside Work for Pay Authorization Form" and must be approved in advance.
9. If the employee utilizes any other MSU employee to complete the work outside the University, it must be clearly communicated to that employee that the outside work will have no impact on the employee's job at MSU, including raises, assignments, or performance evaluations.

I have read and understand the information above. Further, I agree to read and comply with the Policy on Outside Work for Pay located at [https://hr.msu.edu/policies-procedures/support-staff/support-staff-policies-procedures/outside\\_work.html](https://hr.msu.edu/policies-procedures/support-staff/support-staff-policies-procedures/outside_work.html). I understand that providing false or misleading information may be grounds for disciplinary action up to and including termination.

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

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Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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Unit Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_