



November 8, 2011

MEMORANDUM

To: Deans, Vice Presidents, Directors and Department Heads

From: Joyce A. Ingram *ja*
Assistant Vice President and Chief Human Resources Officer

Subject: Outside Activity/Employment for USPS and A&P Employees

In accordance with policy OP-C-7-J3, Outside Employment of USPS and A&P Employees, University employees may undertake outside employment, provided it does not interfere with the regular work of the employee, and does not result in a conflict of interest between the outside activity and the University. Before assuming outside employment, a full-time employee must obtain University approval in writing through the Statement Concerning Outside Employment. After all necessary approvals are received on the statement, the original must be sent to the Office of Human Resources for endorsement.

There will be no additional certification requirements of USPS and A&P employees as it relates to Outside Employment. Therefore, please share this memo with your employees and ensure they are in compliance with this policy by completing the Statement Concerning Outside Employment form prior to beginning outside employment.

Please direct questions regarding this policy to Drew Meehan, Associate Director, at dmeehan@fsu.edu or 644-7701.

cc: Mr. Drew Meehan
Ms. Sue Andres
Ms. Lindsay Stratton