Document: Outside Employment/	Document #:	Issue date:	Revision #:	Revision date:	
Consulting Form	SO-2	8/21/09	1	2/1/11	
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Workforce Development and Resources Section Section Office 630-840-3396 Telephone 630-840-6654 Facsimile

## **OUTSIDE EMPLOYMENT/CONSULTING**

The Laboratory's policy requires that all full-time or part-time employees *prior* to engaging in any outside employment, consulting or similar activity (including those activities performed without any monetary compensation), employees are to obtain the written approval of Kay Van Vreede, Head, Workforce Development and Resources Section.

This notification is for the purpose of determining whether any actual or apparent conflict of interest may exist. Laboratory employees are entitled to pursue outside employment. However, the outside employment may not (a) interfere with the proper and effective performance of the employee's position with the Laboratory, nor (b) create a conflict of interest situation as described in FRA's policy <a href="http://wdrs.fnal.gov/policies/policy/standardsofconduct.html">http://wdrs.fnal.gov/policies/policy/standardsofconduct.html</a>.

In order to meet our obligations, we are requesting information regarding any outside employment activity engaged in by FRA-Fermilab employees.

Please complete and sign the following statement and return it to Christine Johnson, Workforce Development and Resources Section, WH15W, MS 107. <u>Please note</u>: You are also required to notify Christine Johnson of any change in your outside employment status in the future.

	I am engaged in outside employment, consulting or similar activity.  I plan to be engaged in outside employment, consulting or similar activity.  Not engaged			
Employer:				
Title	e and Description of Employment (including dates):			

Please answer the following questions regarding the above employment.

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1.	Are you being compensated for this position?	Yes	No		
2.	If so, are you performing any work for this position Fermilab working hours?	ion during your regula Yes	=		
3.	Are you using government property (e.g., teleph				
	complete work for this position?	Yes	No		
4.	Are you an owner, partner, director, or officer of	•	· -		
	to do business with FRA?	Yes	No		
5.	Are you or the named employer engaged in any	activity that supplies,	or seeks to do		
	business with FRA?	Yes	No		
6.	Do you know of any other appearance of potential conflict or personal conflict of				
	interests under FRA's policy involving you?	Yes	No		
7.	Is your employment in the Atomic Energy field?	Yes	No		
	YOU ANSWER YES TO ANY OF THE ABOVE, PLE HIS FORM.	EASE EXPLAIN AT THE	BOTTOM OF		
Pr	int Name:	I.D. No.:			
Się	gnature:	Date:			
Jo	b Title:				
Sι	ıpervisor:	Date:			
Αŗ	pproved:	Date:			
•	pproved: Kay Van Vreede, Head, Workforce Dev	elopment and Resour	rces Section		