

Document: Outside Employment/ Consulting Form	Document #: SO-2	Issue date: 8/21/09	Revision #: 1	Revision date: 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 <http://wdrs.fnal.gov/policies/policy/standardsofconduct.html>.

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. Please note: You are also required to notify Christine Johnson of any change in your outside employment status in the future.

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- 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 and Description of Employment (*including dates*): _____

Please answer the following questions regarding the above employment.

