



OUTSIDE EMPLOYMENT/CONSULTING

The contract with DOE under which the Laboratory is operated requires that all full-time or part-time employees notify the Laboratory administration of any outside employment or consulting he or she proposes to undertake.

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 URA's policy (see Article 23 of the Personnel Policy Guide).

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

Please complete and sign the following statement and return it to Christine Johnson, Laboratory Services, WH 15W, 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.
  - Not engaged

Employer: \_\_\_\_\_

Description of Employment (including dates): \_\_\_\_\_

Please answer the following questions regarding the above employment.

1. Are you an owner, partner, director, or officer of any business that supplies, or seeks to do business with URA or DOE?      \_\_\_\_\_ Yes      \_\_\_\_\_ No
2. Are you or the named employer engaged in any activity that supplies, or seeks to do business with URA or DOE?      \_\_\_\_\_ Yes      \_\_\_\_\_ No
3. Do you know of any other appearance of potential conflict or personal conflict of interests under URA's policy involving you?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

Print Name: \_\_\_\_\_ Payroll No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_