



Outside Work Request for Approval (Staff)

In accordance with UW [APS 47.3](#), Outside Consulting Activities and Part-Time Employment, the University requires staff to obtain University approval before engaging in any activities, regardless of whether paid or unpaid, if the activities could conflict with their UW duties.

Copies of the completed form must be routed back to the department and the employee requesting approval.

Section 1: Employee information

1. Employee name:
2. Employee ID:
3. Job title:
4. Department:
5. Manager:
6. Work will be performed for:
7. Expected start date: Expected end date:
8. Describe the activities to be performed and any relationship they may have to your University employment.
9. When will work be performed?
☐ Outside regular work hours During regular work hours
10. If the work will be performed during regular work hours, are you requesting:

- ☐ Use of vacation time off, holiday credit or compensatory time
- ☐ Temporary FTE change

Unpaid time off

Permanent FTE change

11. Will other employees be involved in this work? Yes No

12. If yes, please list their names:

13. Date by which a response to this request is needed:

Employee acknowledgements

- ☐ I certify that the statements above are truthful to the best of my knowledge. I understand that if the nature of my outside work changes, I will report the changes to my supervisor.
- ☐ I confirm that I have read APS 47.3, and acknowledge my obligation to avoid or mitigate actual and potential conflicts between outside work and my University employment.
- ☐ I understand that I may not use University resources for my outside work unless allowed by APS 47.2 Personal Use of University Facilities, Computers, and Equipment by University Employees.
- ☐ I agree to comply with UW Executive Order No. 36 Patent, Invention, and Copyright Policy and APS 59.4 Technology Transfer. If my outside work has any potential issue of patent assignment, I agree to report it to UW CoMotion.

Employee signature:

Date:

Section 2: Manager Recommendation

1. Based on the information provided, the employee's proposed outside work:
 - ☐ Will not interfere with the employee's primary obligations to the University.
 - ☐ Is not within, or duplication of, the University duties of the employee or under the employee's supervision.
2. Additionally (if applicable)
 - ☐ RCW 42.52.110-120 have been followed (if the outside work involves consulting for another Washington state entity)
 - ☐ I have discussed with the employee a plan for conflict mitigation (to the extent that the employee's outside work could conflict with APS 47.3).
3. Approval is: Recommended Not recommended

4. Manager name:

Date:

Section 3: Department Chair/Program Director Recommendation

1. Approval is: Recommended Not recommended

2. Department Chair/Program Director name:

Date:

Unit Administrative Head Signature

1. Request is: Approved Not approved

2. Requirements upon which approval is conditional (if any):

3. Print name:

4. Signature:

Date: