

## Annual Outside Employment Disclosure for Senior Management Adobe Sign Filing Process – Employee’s Guide

[California law](#) and [CSU Policy](#) require all Management Personnel Plan (MPP) employees, including part-time, full-time and rehired annuitants, to disclose any compensated outside employment activities by completing the Outside Employment Disclosure form at various times, including once a year. Your disclosure is then reviewed by your HEERA manager to determine if your outside employment poses a conflict of commitment or a conflict of interest with your CSU employment. If there is, you and your HEERA manager will discuss actions you must take to reduce or eliminate the conflict. Any disagreement between you and your HEERA manager on whether a conflict exists or on how to reduce or eliminate the conflict would be determined by an independent review committee.

For a detailed explanation of what type of outside employment you must report, go to [Forms](#).

Annually, the Outside Employment Disclosure is filed electronically through Adobe Acrobat Sign (Adobe Sign). Below are instructions to help you navigate through the Adobe Sign process.

After you complete your section of the form and provide your HEERA manager’s email address, Adobe Sign routes the form to your HEERA Manager, who will review your disclosure and complete their section of the form.

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## Quick Guide – Submitting a Disclosure

- Access the Adobe Sign form by clicking on “Adobe Sign filing process” under Step 2 in the Outlook email that you received from Employee/Labor Relations & Compliance with the subject line “Annual Outside Employment Disclosure.”
- Fill in all required information on the form. Review the Certification and Review statements, check the box next to those statements, sign the form, then click on “Click to Sign.”
- When the pop-up window appears prompting you to provide the name and CPP email address of your HEERA manager, enter that information and doublecheck your entry, as your HEERA manager will not receive your form if you make an error here. Then click on “Click to sign.”
- Verify your identity by going into your Outlook Inbox to look for an email from Adobe Sign <[adobesign@adobesign.com](mailto:adobesign@adobesign.com)> with the subject line “Ex: Please confirm your signature on HRS – Outside Employment Disclosure Form – Senior Management . . .” Open the email and click on “Confirm my email address.”

## Quick Guide – Correcting Information Entered

- You can only correct any information that you have entered on the form **before** you click on “Click to Sign.”
- After you click on “Click to Sign,” neither you nor anyone else can correct an error you made. At that point, you must start a new form to correct information. To start a new form, follow the steps under Submitting a Disclosure.

## Quick Guide – Viewing Completed Form

- Once your HEERA Manager signs the form, both you and they will receive an Outlook email from CSU - California State University Pomona via Adobe Acrobat Sign <[adobesign@adobesign.com](mailto:adobesign@adobesign.com)> with the subject “Ex: Completed: “HRS – Outside Employment disclosure form – Senior Management . . .” In the email, click on “Open Agreement” to view the completed form in Adobe Sign.
- You can also log in to Adobe Sign with your CPP credentials to view the form at any time.
- To download a copy, click on “Download PDF.”

## Detailed Guide - Submitting a Disclosure

**Step 1:** Look for the Outlook email that you received from CPP Employee and Org Devel & Advancement <[eoda@cpp.edu](mailto:eoda@cpp.edu)> with the subject line “Outside Employment Disclosure.” Click “here” in the email to open the Annual Outside Employment Disclosure form in the Adobe Sign application.

**Step 2:** Click on “Continue.”

Options ▾ Please sign: HRS - Outside Employment Disclosure Form - Senior Management (Annual)

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### Outside Employment Disclosure Form For Senior Management Employees

**Requirements:** This form must be completed by **all Senior Management employees** (includes the Chancellor, Executive Vice Chancellors, Vice Chancellors, Presidents, and Vice Presidents) pursuant to Section 42740 of Title 5, California Code of Regulations and the 2016 Budget Act under the following conditions: upon hire, annually in July, within 30 days of accepting outside employment, and within 10 days of request by an appropriate administrator.

**1. Employee Information:** Campus: Cal Poly Pomona

Name: \* Title: \*  
Bronco ID: \* CPP Email: \*Enter your email address

**\* Type of Disclosure (Check at least one box):**

**Annual:** The period covered is January 1, 20**23** through December 31, 20**23**.  
-OR- The period covered is (Time of hire or appointment) through December 31, 20\_\_

**Time of Hire or Appointment Date:**

**Accepted outside employment:** Outside employment accepted date:

**Administrator request:** The period covered is through  
-OR- Current outside employment beginning

**3. Outside Employment Involvement (Select "Yes" or "No" for each):**

Types of services engaged in during disclosure period:	Please select one:	
Paid service* on a federal, state, or local government agency committee, panel, or commission	<input type="radio"/> Yes	<input type="radio"/> No

By clicking continue, I acknowledge that I have read and agree to the Adobe [Terms of Use](#). See our [Privacy Policy](#) for details on our privacy practices.

**Continue**

**Step 3:** Provide all required information, which is marked by a red asterisk on the form.

Under the “Type of Disclosure” section, the “Annual” button is pre-selected. If you’ve been in your MPP position the entire 2023 calendar year, the year is pre-filled.

Please sign: HRS - Outside Employment Disclosure Form - Senior Management (Annual)



### Outside Employment Disclosure Form For Senior Management Employees

**Requirements:** This form must be completed by **all Senior Management employees** (includes the Chancellor, Executive Vice Chancellors, Vice Chancellors, Presidents, and Vice Presidents) pursuant to Section 42740 of Title 5, California Code of Regulations and the 2016 Budget Act under the following conditions: upon hire, annually in July, within 30 days of accepting outside employment, and within 10 days of request by an appropriate administrator.

**1. Employee Information:**

Name: Jane White

Bronco ID: 123456789

Campus: Cal Poly Pomona

Title: Manager of Operations, College of Engineering

CPP Email: [redacted]@cpp.edu

**Type of Disclosure (Check at least one box):**

**Annual:** The period covered is January 1, 20 23, through December 31, 20 23.

**-OR-** The period covered is (Time of hire or appointment) through December 31, 20\_\_.

**Time of Hire or Appointment Date:**

**Accepted outside employment:** Outside employment accepted date:

**Administrator request:** The period covered is through

**-OR -** Current outside employment beginning

If your MPP appointment began after January 1, 2023, provide the date and month that your MPP appointment began by selecting from the drop-down choices.

n: HRS - Outside Employment Disclosure Form - Senior Management (Start Date After January 1)



### Outside Employment Disclosure Form For Senior Management Employees

**Requirements:** This form must be completed by **all Senior Management employees** (includes the Chancellor, Executive Vice Chancellors, Vice Chancellors, Presidents, and Vice Presidents) pursuant to Section 42740 of Title 5, California Code of Regulations and the 2016 Budget Act under the following conditions: upon hire, annually in July, within 30 days of accepting outside employment, and within 10 days of request by an appropriate administrator.

**1. Employee Information:**

Name: Jane White

Bronco ID: 123456789

Campus: Cal Poly Pomona

Title: Manager of Operations, College of Engineering

CPP Email: nqbui@cpp.edu

**Type of Disclosure (Check at least one box):**

**Annual:** The period covered is January 1, 20\_\_, through December 31, 20\_\_.

**-OR-** The period covered is \*S... \*S... 2023 (Time of hire or appointment) through December 31, 20 23.

**Time of Hire or Appointment Date:**

**Accepted outside employment:** Outside employment accepted date:

**Administrator request:** The period covered is through

**-OR -** Current outside employment beginning

**Step 4:** Indicate whether you have any type of outside involvement by answering “yes” or “no” to each question in Section 3.

**3. Outside Employment Involvement (Select “Yes” or “No” for each):**

Types of services engaged in during disclosure period:	Please select one:	
Paid service* on a federal, state, or local government agency committee, panel, or commission	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Paid service* as an officer or member on a non-profit or for-profit board	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Paid service* to organization(s) that further the interests of higher education	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Pay* for presentation(s) at scholarly colloquia and conferences, speaker at an event, and/or guest lecturer	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Paid* consulting/professional advising activities	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Paid service* as an expert witness	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Paid service* on committees/advisory groups to other universities outside the CSU	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Paid* for developing scholarly communications or conducting editorial work in books, journal articles, movies, television productions or similar works	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Paid* review of journal/book manuscripts, grant or contract proposals	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Other (please specify any other service for which compensation was received): _____		

**Step 5:** If you answered “no” to all questions in Section 3, choose “I have no outside employment to report” in Section 4 of the form. Then go to Step 7 (i.e., Section 6 of the form).

**3. Outside Employment Involvement (Select “Yes” or “No” for each):**

Types of services engaged in during disclosure period:	Please select one:	
Paid service* on a federal, state, or local government agency committee, panel, or commission	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Paid service* as an officer or member on a non-profit or for-profit board	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Paid service* to organization(s) that further the interests of higher education	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Pay* for presentation(s) at scholarly colloquia and conferences, speaker at an event, and/or guest lecturer	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Paid* consulting/professional advising activities	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Paid service* as an expert witness	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Paid service* on committees/advisory groups to other universities outside the CSU	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Paid* for developing scholarly communications or conducting editorial work in books, journal articles, movies, television productions or similar works	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Paid* review of journal/book manuscripts, grant or contract proposals	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Other (please specify any other service for which compensation was received): _____		

**If you answered YES to any of these questions, you have outside employment to report.**

\*Does not include reasonable incidentals (e.g., travel, meals).

**4. Outside Employment Status (Select one):**

I have outside employment to report.

I have **no outside employment** to report (skip to Section 6 for signature and submit).

If you answered “yes” to any of the questions in Section 3, choose “I have outside employment to report” in Section 4 of the form. Then go to Step 6.

**3. Outside Employment Involvement (Select “Yes” or “No” for each):**

Types of services engaged in during disclosure period:	Please select one:	
Paid service* on a federal, state, or local government agency committee, panel, or commission	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Paid service* as an officer or member on a non-profit or for-profit board	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Paid service* to organization(s) that further the interests of higher education	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Pay* for presentation(s) at scholarly colloquia and conferences, speaker at an event, and/or guest lecturer	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Paid* consulting/professional advising activities	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Paid service* as an expert witness	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Paid service* on committees/advisory groups to other universities outside the CSU	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Paid* for developing scholarly communications or conducting editorial work in books, journal articles, movies, television productions or similar works	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Paid* review of journal/book manuscripts, grant or contract proposals	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Other (please specify any other service for which compensation was received): _____		

**If you answered YES to any of these questions, you have outside employment to report.**

\*Does not include reasonable incidentals (e.g., travel, meals).

**4. Outside Employment Status (Select one):**

I have outside employment to report.

I have **no outside employment** to report (skip to Section 6 for signature and submit).

**Step 6:** Provide details regarding your outside employment. Then go to Step 7.

**5. Detailed Reporting (attach additional pages as necessary):**

**Outside Employment/Activity 1:**

- Name of outside employer or business: Capstone Consulting, Inc.
- Duration of employment (From/To): March 2023 - June 2023
- Describe the nature of the outside employment: \_\_\_\_\_  
*Provided soil analysis and reports on construction projects of company's clients*
- Number of hours for reporting period: 50
- Total compensation received including equity or deferred compensation: \$10,000
- Does the outside employer have any business dealings with CSU?  Yes  No If “yes”, please explain: \_\_\_\_\_
- Are you involved in making any decisions affecting CSU’s dealings with the outside employer (either directly or indirectly)?  Yes  No If “yes”, please describe: \_\_\_\_\_
- Additional comments (e.g., if compensation was donated, disclose here): \_\_\_\_\_

**Outside Employment/Activity 2:**

- Name of outside employer or business: University Publishing, Inc.
- Duration of employment (From/To): July 2023
- Describe the nature of the outside employment: \_\_\_\_\_  
*review manuscript of a textbook on civil engineering*
- Number of hours for reporting period: 12
- Total compensation received including equity or deferred compensation: \$1,000.
- Does the outside employer have any business dealings with CSU?  Yes  No If “yes”, please explain: \_\_\_\_\_
- Are you involved in making any decisions affecting CSU’s dealings with the outside employer (either directly or indirectly)?  Yes  No If “yes”, please describe: \_\_\_\_\_
- Additional comments (e.g., if compensation was donated, disclose here): \_\_\_\_\_

**Step 7:** In the Certification and Review section of the form, review the affirmation and certification statements then check the button, sign the form, and click on “Click to Sign.”

**6. Certification and Review**

*To be completed by the Employee:*

- I hereby affirm that the information on this form is accurate to the best of my knowledge, that I have read and understand my obligations under the CSU’s policy on Outside Employment Disclosure, and that I will comply with the conditions and restrictions imposed by the CSU to manage, reduce, or eliminate conflicts of commitment/interest. I certify that my time commitment to the outside employer(s), if applicable, does not create a conflict of commitment/interest that would interfere with CSU work assignments and satisfactory performance. I also commit to providing an updated form to my immediate supervisor whenever a significant change occurs in the information I have provided.

*Jane White*  
\_\_\_\_\_  
Signature

05/29/2024  
Date

*To be completed by the Employee’s Immediate Supervisor/Appropriate Administrator:*

I have reviewed this disclosure form and assessed whether the outside employment described above will create a

By signing, I agree to this document, the [Consumer Disclosure](#) and to utilize electronic signatures.

Click to Sign

**Step 8:** In the pop-up window, provide your HEERA manager’s name and CPP email address. **Doublecheck the email address, as your HEERA manager will not receive your form if you make an error.** Click on “Click to sign.”

Assign to next participants

To complete the form please enter the information for the next participant. They will receive an email to complete this form.

\* Participant 2

Please enter your HEERA Manager’s name and CPP email address to route this form.

First name	Last name
John	Doe
Email address	Confirm email address
jdoe@cpp.edu	jdoe@cpp.edu

+ Add Message

Cancel Click to sign

6. Certification and Review

*To be completed by the Employee:*

- I hereby affirm that I have read and understand my obligations under the conditions and restrictions imposed by the CSU to manage, reduce, or eliminate conflicts of commitment/interest. I certify that my time commitment to the outside employer(s), if applicable, does not create a conflict of commitment/interest that would interfere with CSU work assignments and satisfactory performance. I also commit to providing an updated form to my immediate supervisor whenever a significant change occurs in the information I have provided.

*Jane White*  
\_\_\_\_\_  
Signature

05/23/2024  
Date

*To be completed by the Employee’s Immediate Supervisor/Appropriate Administrator:*

I have reviewed this disclosure form and assessed whether the outside employment described above will create a conflict of commitment or interest between the employee and the CSU. I find that:

- the information submitted does not present a conflict of commitment or conflict of interest.
- the information submitted may present a conflict of commitment or a conflict of interest.

By signing, I agree to this document, the [Consumer Disclosure](#) and to utilize electronic signatures.

Click to Sign

**Step 9:** You'll see the message below.

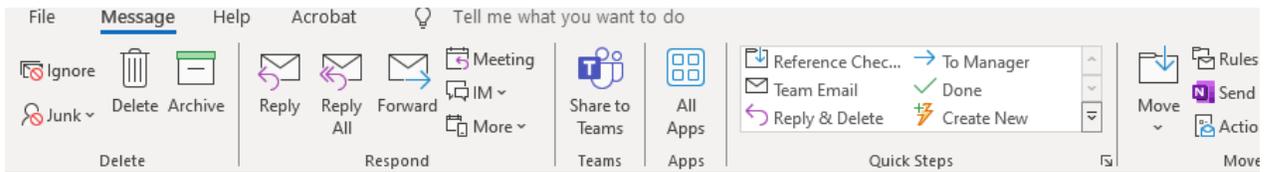


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**Adobe  
Acrobat Sign**

## Just one more step

We just emailed you a link to make sure it's you. It'll only take a few seconds, and we can't accept your signature on "HRS - Outside Employment Disclosure Form - Senior Management (Start Date After January 1)" until you've confirmed.

**Step 10:** Go to your Outlook Inbox to look for an email from Adobe Sign <[adobesign@adobesign.com](mailto:adobesign@adobesign.com)> with the subject line "Ex: Please confirm your signature on HRS – Outside Employment Disclosure Form – Senior Management . . ." Open the email. Click on "Confirm my email address"



Ex: Please confirm your signature on HRS - Outside Employment Disclosure Form - Senior Management (

 Adobe Sign <[adobesign@adobesign.com](mailto:adobesign@adobesign.com)>  
To: ● Ellen Bui

 If there are problems with how this message is displayed, click here to view it in a web browser.



Powered by  
**Adobe  
Acrobat Sign**

Thank you for signing HRS - Outside Employment Disclosure Form - Senior Management (Start Date After January 1). To complete the process, you just need to confirm your email address using the link below. It will only take seconds.

[Confirm my email address](#)



After you confirm your signature and other form participants have fulfilled their roles, all parties will be notified.

To ensure that you continue receiving our emails, please add [adobesign@adobesign.com](mailto:adobesign@adobesign.com) to your address book or safe list.

**Step 11:** You'll see the message below, indicating that you have completed your section of the form. The form is now routed to your HEERA manager for review and completion.

Your e-signing of HRS - Outside Employment Disclosure Form - Senior Management (Start Date After January 1) has been verified. It has now been emailed to the additional signer(s) for their signature.

## Detailed Guide – Viewing Completed Form

**Step 1:** Once your HEERA Manager has reviewed and completed the form, both you and they will receive an identical Outlook email from CSU - California State University Pomona via Adobe Acrobat Sign <[adobesign@adobesign.com](mailto:adobesign@adobesign.com)> with the subject “Ex: Completed: “HRS – Outside Employment disclosure form – Senior Management . . .” In the email, click on “Open Agreement” to view the completed form in Adobe Sign.

Ex: Completed: "HRS - Outside Employment Disclosure Form - Senior Management (



CSU - California State University Pomona via Adobe Acrobat Sign <[adobesign@adobesign.com](mailto:adobesign@adobesign.com)>  
To: Ellen Bui; Polydoc Support and Administration; Ellen Bui

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All parties finished  
**HRS - Outside Employment Disclosure Form - Senior Management (Annual)**

**Open agreement** ←

The agreement is completed between:

- CSU - California State University Pomona
- Jane White
- John Doe

You can **open the final agreement** to review its activity history or download a copy for reference.

The agreement is fully executed. The sender of this agreement has control over the retention period for this agreement which determines the amount of time it will be available for download from Adobe Acrobat Sign. Adobe recommends that you save a local copy of this fully-executed agreement for your records.

You can also log in to Adobe Sign with your CPP credentials to view the form at any time. To download a copy, click on "Download PDF."



### Outside Employment Disclosure Form For Senior Management Employees

**Requirements:** This form must be completed by all Senior Management employees (includes the Chancellor, Executive Vice Chancellors, Vice Chancellors, Presidents, and Vice Presidents) pursuant to Section 42740 of Title 5, California Code of Regulations and the 2016 Budget Act under the following conditions: upon hire, annually in **July**, within 30 days of accepting outside employment, and within 10 days of request by an appropriate administrator.

**1. Employee Information:**

Name: Jane White Campus: Cal Poly Pomona  
 Title: Manager of Operations, College of Engineering  
 Bronco ID: 123456789 CPP Email: nqbui@cpp.edu

**Type of Disclosure (Check at least one box):**

- Annual:** The period covered is January 1, 20 23, through December 31, 20 23.  
 -OR- The period covered is \_\_\_\_\_ (Time of hire or appointment) through December 31, 20 \_\_\_\_.
- Time of Hire or Appointment Date:**
- Accepted outside employment:** Outside employment accepted date: \_\_\_\_\_
- Administrator request:** The period covered is \_\_\_\_\_ through \_\_\_\_\_  
 -OR- Current outside employment beginning \_\_\_\_\_

**3. Outside Employment Involvement (Select "Yes" or "No" for each):**

Types of services engaged in during disclosure period:	Please select one:	
Paid service* on a federal, state, or local government agency committee, panel, or commission	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Paid service* as an officer or member on a non-profit or for-profit board	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Paid service* to organization(s) that further the interests of higher education	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Pay* for presentation(s) at scholarly colloquia and conferences, speaker at an event, and/or guest lecturer	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Paid* consulting/professional advising activities	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Paid service* as an expert witness	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Paid service* on committees/advisory groups to other universities outside the CSU	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Paid* for developing scholarly communications or conducting editorial work in books, journal articles, movies, television productions or similar works	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Paid* review of journal/book manuscripts, grant or contract proposals	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Other (please specify any other service for which compensation was received): _____		

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 Created May 29, 2024 3:54 PM  
 From: Cal Poly Pomona PolyDoc (polydoc@cpp.edu)  
 Status: Signed

**Actions**

- Download PDF
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- Hide Agreement
- Add Notes



> Recipients (2 Completed)

> Activity

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