



## Outside Activity

This guidance is not intended to substitute for an employee’s consultation of official USF regulation or policy.

**WHAT IS AN OUTSIDE ACTIVITY?** Any activity (compensated or uncompensated) **not** part of a USF employee’s assigned duties **OR** for which USF does not provide exclusive compensation. Examples of outside activities include, but are not limited to, **give**

- For USF Researchers:**
  - a. **Activities related to their expertise other than USF; and**
  - b. **Anything of value not exclusively for USF**

**WHAT HAPPENS IF I DO NOT DISCLOSE AND RECEIVE PRIOR APPROVAL?** USF Employees who fail to comply with the disclosure requirements outlined in [USF Policy 0-027](#), you may be subject to progressive disciplinary action, in accordance with established policies and any relevant collective bargaining agreements, up to and including termination. Please consult [USF Policy 0-027](#) for more information.

**HOW DO I DISCLOSE?** Disclose your outside activities involving any of the above types of activities in [eDisclose](#). Outside activity disclosures are sequentially reviewed by the disclosing employee’s Supervisor, Manager, and Senior Manager, based on GEMS records.

**WHERE DO I GO FOR GUIDANCE ABOUT MY SPECIFIC SITUATION?**

[USF Policy 0-027](#)