

Chancellor's Memorandum  
CM-67 - Work-Related Off-Campus Activity Policy

To: Vice Chancellors, Deans, Department Heads, Business Managers, Faculty, and Unclassified Exempt Staff

From: LSU Health Sciences Center New Orleans Chancellor

Effective: August 15, 2019

**I. PURPOSE**

The LSU Health Sciences Center at New Orleans (LSUHSC-NO) recognizes its responsibility to provide faculty and unclassified exempt staff with professional development activities, continuing education, and other external opportunities for extending learning and sharing expertise and discovery with the public. Furthermore, all LSUHSC-NO employees have a right to engage in certain outside employment that is consistent with state ethics laws and university policies.

At the same time, it is fundamental to the success of LSUHSC-NO's mission that faculty and staff are available to perform the duties and responsibilities of their respective positions at their assigned work locations.

This policy defines allowable off-campus activities conducted by LSUHSC-NO employees, whether conducted within or outside the scope of employment, outlines other applicable policies and procedures governing the disclosure and approval of such activities, addresses the procedures for leave and travel, and ensures compliance with state law and university-wide policies.

**II. SCOPE**

This policy applies to all faculty and unclassified exempt staff (Employees). For the purpose of this policy, hourly employees (unclassified non-exempt and classified employees) shall be excluded from the maximum 120 hours provided to faculty and unclassified staff. The employees excluded from this policy who engage in Work-Related Off-Campus Activity, should seek required approvals from their supervisor and follow all applicable policies and laws. Supervisors should consult with Human Resources to discuss how to handle any potential overtime implications in accordance with FLSA and appropriate codes to use in Time and Labor.

**III. WORK-RELATED OFF-CAMPUS ACTIVITY POLICY**

LSUHSC-NO Employees may request up to fifteen (15) days each fiscal year (eight hours per day, for a maximum total of 120 hours per fiscal year) to conduct Work-Related Off-Campus Activity, which does not reduce the Employee's annual or sick leave balances. Any Work-Related Off-Campus Activity taken beyond the allowed fifteen (15) days shall be considered annual leave unless approved as an exception pursuant to paragraph III (3) below. Such activity does not include (1) any Educational Privileges, Educational Leave, Sabbatical Leave governed by PM-12, (2) other off-campus activities related to grants, contracts, or other revenue producing activities, or (3) any outside employment, which is governed by PM-11.

All such requests, as well as reimbursements for travel related to such activities, must comply with the requirements outlined below.

1. To ensure proper coverage of LSUHSC-NO activities and obligations, supervisors shall deny or postpone requests or limit the amount of days allowed to Employees involved in off campus activity as required.
2. Any remaining balance of such total annual time allowed for Work-Related Off-Campus Activity shall not carry over to any subsequent fiscal year.
3. Exceptions to this policy must be reviewed and approved, in advance, through the Work-Related Off-Campus Activity, SF-6 system in PeopleSoft, by the Employee's supervisor and appropriate Dean, Vice Chancellor or Chancellor.
4. A Work-Related Off-Campus Absence Exception Report shall be automatically generated from PeopleSoft and sent to each respective Dean, Vice Chancellor, or Chancellor for review on a monthly basis.
5. If the proposed outside activity is regarded as an essential component of the Employee's scholarly activity for the purposes of faculty evaluation and promotion, as specified in the promotions and tenure criteria of the Employee's respective school, and NO economic benefit will be received or the travel is being covered by LSUHSC, the Employee should follow each procedure below:
  - a) Seek approval for Work-Related Off-Campus Activity through the SF-6 system in PeopleSoft.
  - b) Submit a [LSUHSC-NO Prior Approval Request for Travel Form](#) to the Traveler's direct supervisor.
  - c) Follow travel guidelines, as outlined in [LSU Permanent Memorandum 13 \(PM-13\)](#).
6. If the proposed outside activity is regarded as an essential component of the Employee's scholarly activity for the purposes of faculty evaluation and promotion, as specified in the promotions and tenure criteria of the Employee's respective school, and the Employee will receive ONLY complimentary admission, lodging, and reasonable transportation, or reimbursement for such expenses, the Employee should follow each procedure below:
  - a) Seek approval for the Work-Related Off-Campus Activity through the SF-6 system in PeopleSoft.
  - b) Submit a [LSUHSC-NO Prior Approval Request for Travel Form](#) to the Traveler's direct supervisor.
  - c) Seek approval of the acceptance of the complimentary admission, lodging, and reasonable transportation, or reimbursement for such expenses from their Department Head, Dean, Vice Chancellor and/or Chancellor on [Louisiana Board of Ethics' Form 413](#) prior to acceptance. In accordance with [La. R.S. 42:1115.2](#). (ACT 200 of the 2018 Regular Legislative Session), submit the completed Louisiana Board of Ethics' Form 413 within 60 days after such acceptance. Specifically, the latest due date for the form is 60 days after the date of the travel. If the Employee does not know the amount by the due date, submit the form with a cover letter to explain. Once the Employee knows the exact amounts an amended form can be resubmitted.  
**Exception:** *This step is not required if the travel expenses are being paid by State or Government Entity (e.g. State of Louisiana, NIH or LSUHSC Foundation).*
7. If the Employee will directly receive any other economic benefit from a proposed outside activity, including but not limited to payment/honorarium, the Employee should follow one of the procedures below:

- a) If the economic benefit shall accrue directly to the Employee:
    - i. Seek approval for that activity, prior to initiation, under the [LSU Permanent Memorandum 11 \(PM-11\)](#) process.
    - ii. If activity has been approved, the Employee should complete an annual leave request through the SF-6 system in PeopleSoft.
  - b) If the Employee elects to have the economic benefit accrue to LSUHSC-NO through a contract:
    - i. Employee shall receive any payment/honorarium in the form of additional compensation from LSUHSC-NO.
    - ii. Employee shall receive any activity related expense reimbursement from LSUHSC-NO.
    - iii. The Employee and Employee's activity shall be subject to applicable policies and procedures, including but not limited to, travel guidelines in [PM-13](#).
    - iv. PM-11 approval and taking of annual leave or leave without pay are not required.
8. Employees shall not create nor certify any documentation indicating that the Employee was performing assigned duties and/or services at the Employee's assigned work location during periods of off campus activity or other periods (e.g. annual leave, leave without pay, etc. ) referenced in this policy.

**Please refer to the attached travel activity table on Page 6 to assist in determining proper procedures.**

#### **IV. PROCEDURES FOR WORK-RELATED OFF-CAMPUS ACTIVITY TRAVEL**

1. All Employees must follow these procedures prior to conducting any Work-Related Off-Campus Activity, regardless if at LSUHSC-NO expense:
  - a) The Traveler must submit an "Off-Campus Activity Request" through the PeopleSoft SF-6 Absence Request, in Employee Self-Service and include the name of the event and location. Work-Related Off-Campus Activity requests shall follow the same workflow approval as annual and sick leave requests.
  - b) The Traveler's supervisor shall review the request and approve or deny it in accordance with the needs of LSUHSC-NO.
  - c) Submit a [LSUHSC-NO Prior Approval Request for Travel Form](#) to the Traveler's direct supervisor. Employees shall be required to enter the name of the event and location in the comments section.
  - d) Upon approval by the Traveler's supervisor, the request shall be forwarded for any other reviews and approvals required by internal policies of the school or the division.
2. Employees requesting an exemption, shall follow the same procedures outlined in Section IV (1). Additionally, the employee will be required to provide the name of the event, location, and justification into the comments section of the SF-6 request for the Supervisor and Dean, Vice Chancellor or Chancellor to make a determination to approve or deny a request exceeding the maximum. The supervisor approving the exception will be required to select an additional approver from the additional approval drop down box and choose the appropriate Dean, Vice Chancellor or Chancellor to forward for additional approval.
3. All travel under this policy should comply with university and state policies, including but not limited to [La. R.S. 42:1115.2](#) (ACT 200 of the 2018 Regular Legislative Session), when applicable.

## V. OUTSIDE EMPLOYMENT POLICY

1. [LSU Permanent Memorandum 11 \(PM-11\)](#) is a policy of the LSU Board of Supervisors regarding outside employment of Employees of every campus and unit within LSU. Pursuant to PM-11, certain outside employment activities are recognized as beneficial to the LSU Health Sciences Center at New Orleans, the University, the State, and its citizens. Compliance with the provisions of PM-11 is required by the Louisiana Code of Governmental Ethics, and violations of PM-11 may result in applicable penalties and/or sanctions. This section is provided to outline the process for accurately complying with all requirements of PM-11 at LSUHSC-NO.
2. If the proposed outside activity is NOT regarded as an essential component of the Employee's scholarly work, and some form of economic benefit SHALL BE received, the Employee should seek approval under PM-11 prior to initiation of the activity. The PM-11 application shall be administratively reviewed to determine if the activity is allowable under the guidelines of PM-11 or if the activity should be contracted through the University. If the activity is approved for conduct outside LSUHSC-NO, and will take place during normal working hours, the Employee must take annual leave or leave without pay for the time spent in the conduct of the approved outside activity.
3. The Employee must take annual leave or leave without pay for the time spent in the conduct of the approved outside activity IF:
  - a) The proposed activity would not be more appropriately accomplished by a contract through the University; and
  - b) The legal entity for which the outside employment is proposed does not have a substantial economic interest which may be affected by the way in which the Employee performs his or her duties and responsibilities as a University Employee; and
  - c) The outside employment does not involve a public agency; and
  - d) The activity is approved for conduct outside LSUHSC-NO; and
  - e) The activity will take place during normal working hours.

## VI. DEFINITIONS

1. **Assigned Work Location** – Physical location where the Employee is expected to perform his/her duties and responsibilities.
2. **Department Head** – Person who is responsible for the administrative, financial, and management activities within the department.
3. **Economic Benefit** – Includes cash payments including but not limited to salary and wages, fees, stipends, expense reimbursement including travel reimbursement, etc. as well as other non-cash forms of benefit including but not limited to shares of profit, shares of stock, equity participation, in kind, and other similar non-cash remuneration as the Employee and outside employer may agree.
4. **Employee** – For the purposes of this policy, faculty or unclassified exempt staff.
5. **In-state Travel** – All travel within the borders of Louisiana or travel through adjacent states between points within Louisiana when such is the most efficient route.
6. **International Travel** – Travel to destinations outside the 50 United States, District of Columbia, Puerto Rico, U.S. Virgin Islands, American Samoa, Guam, and Saipan.

7. **Normal Working Hours** – The time frame when the Employee, in the normal course and scope of his/her duties, is expected to be present and available to perform the duties and responsibilities of his/her position and whose absence would require an approved application for leave.
8. **Out-of-State Travel** – Travel to any of the 49 states other than Louisiana, plus District of Columbia, Puerto Rico, U.S. Virgin Islands, American Samoa, Guam, and Saipan.
9. **Outside employment** – As defined in PM-11, is any non-University activity for which economic benefit is received, including but not limited to employment with a non-university employer, contracts to provide consulting, personal or professional services (including publishing agreements) to non-University entities, self-employment, or operation of a business, including but not limited to LLCs, partnerships, corporations, etc.
10. **Person** – An individual or legal entity other than a governmental entity.
11. **Traveler** – For purposes of this policy, an Employee when performing authorized travel.
12. **Work-Related Off-Campus Activity** – Employees may on occasion participate in approved work-related activities, which take place away from their assigned work location, which are related to their scholarly job duties, and/or which will enhance their knowledge and skill in furtherance of job performance as public servants. Such activity does not include (1) any Educational Privileges, Educational Leave, Sabbatical Leave governed by PM-12, (2) other off-campus activities related to grants, contracts, or other revenue producing activities, or (3) any outside employment, which is governed by PM-11. Work-Related Off-Campus Activities, which may take place in state, out of state, or internationally, may include, but are not limited to:
  - Accreditation Committee Member
  - Grant Evaluation/Study Section Member
  - Presentation of Research Findings
  - Professional Organization Officer Meeting
  - Guest Speaker, Visiting Professor, or Seminar Speaker
  - External Unpaid Teaching/Lecturing
  - Professional Development (i.e. job-related professional conferences, workshops, non-credit educational opportunities, CME, CPE, etc.)
  - Committee Member for other federal or state governing entity, for which the Employee is not directly receiving a per diem/honorarium.
  - Conference Attendee – For the purposes of this policy, a conference is a non-routine event for a specific purpose and/or objective, which may include a seminar, conference, convention, and participation as an exhibiting vendor in an exhibit/trade show, or other similar event.

#### **REFERENCES:**

[SF-6 Off-Campus Activity Absence Request Training Guide](#)  
[LSU Permanent Memorandum 11 \(PM-11\)](#)  
[LSU Permanent Memorandum 13 \(PM-13\)](#)  
[LSUHSC-NO Chancellor Memorandum 17 \(CM-17\)](#)  
[LA RS 42:1102](#)  
[LA RS 42:1111A](#)  
[LA RS 42:1115](#)  
[LA RS 42:1115.2 \(ACT 200 of the 2018 Regular Legislative Session\)](#)  
[Louisiana Board of Ethics' Form 413](#)

	<b>REPORT TRAVEL EXPENSES TO ETHICS BOARD</b>	<b>PM-11 REQUIRED IF EMPLOYEE ACCEPTS (ECONOMIC BENEFIT)</b>	<b>PRIOR APPROVAL FORM REQUIRED</b>	<b>SUBMIT REQUEST FOR OFF CAMPUS ACTIVITY</b>	<b>SUBMIT REQUEST FOR ANNUAL LEAVE (If During Work Hours)</b>
<b>HONORARIUM/PAYMENT MADE TO EMPLOYEE BY A THIRD PARTY:</b>	NO	YES*	NO	NO	YES*
<b>TRAVEL EXPENSES COVERED BY A THIRD PARTY, HOWEVER NO HONORARIUM OR PAYMENT FOR SERVICES RECEIVED</b>	YES**	NO	YES	YES	NO
<b>TRAVEL FUNDED BY LSUHSC:</b>	NO	NO	YES	YES	NO
*Employee may elect to have activity paid directly to the institution and reimbursed as additional compensation and/or travel payments, in which case neither PM-11 nor would annual leave be required, however employee must follow the “TRAVEL FUNDED BY LSUHSC” procedures.*					
**Board of Ethics disclosure not required if travel expenses are covered by state or government entity (e.g. State of Louisiana, NIH or LSUHSC Foundation)**					