

Outside Employment Disclosure Form
Related Form — Policy GBB24 and Regulation GBB24-AR

Outside Employment Disclosure Form

Employee request for approval of outside employment, including self-employment and independent contracting

When to file. Submit this form to your administrator or manager/supervisor before beginning outside employment. An employee who holds outside employment on the effective date of Regulation GBB24-AR must file within 30 days. File an updated form within 30 days of any change in the outside employment or in your District assignment that could create a conflict.

How this form is used. Information provided is used only to evaluate and administer this request and is maintained by the Superintendent/designee. You are not required to disclose the amount of compensation you receive unless that figure is necessary to determine whether the employment is barred by NRS 281.230, NRS 281A.400, NRS 281A.430, or NRS 281A.550.

1. Employee

Name	
Position and District assignment	
School site or department	
Date submitted	

2. Outside Employment

Outside employer (or “self-employed”)	
Nature of the work performed by the outside employer	
Duties you will perform	
Job location	
Proposed work schedule (days and hours)	
Anticipated start date	

3. Conflict Screening — Policy GBB24 Criteria

Answer every item. A “Yes” does not automatically bar the employment, but it must be explained in Section 5.

Does the outside employment...	Yes	No
(a) Interferes with or negatively impacts my ability to perform my assigned job	☐	☐
(b) Prevents my availability for work beyond normal working hours (emergencies, peak periods) where such availability is a regular part of my job	☐	☐
(c) Is conducted during my District work hours	☐	☐

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(d) Requires the services of other District employees during their scheduled work hours	☐	☐
(e) Makes use of District telephones, computers, supplies, or any other resources, facilities, or equipment	☐	☐
(f) Is represented as an activity of the District, or as endorsed, sanctioned, or recommended by the District	☐	☐
(g) Takes advantage of my employment with the District (other than to demonstrate expertise or qualification)	☐	☐
(h) Requires me to schedule time off at specific times that could disrupt District operations	☐	☐
(i) Involves a person or firm that contracts with, or seeks to contract with, the District	☐	☐
(j) Could negatively impact the public's perception of the integrity or credibility of the District	☐	☐
(k) Creates a conflict of interest, or the appearance of one, under Policy GBB14 or NRS Chapter 281A	☐	☐

4. Statutory Screening — NRS Chapter 281A

A "Yes" to any item below requires review by the Superintendent/designee before approval.

Question	Authority	Yes	No
Will you be compensated by a private person to represent or counsel that person on an issue pending before the District?	NRS 281A.410	☐	☐
Will the outside employment use confidential information you obtained through District employment?	NRS 281A.400(5)	☐	☐
Will the outside employment use District time, property, equipment, or other facilities?	NRS 281A.400(7)	☐	☐
Is the outside employer a person or firm awarded a District contract of more than \$25,000 that you were in a position to affect?	NRS 281A.550	☐	☐
Does the outside employment involve payment for an appearance or speech made in your capacity as a District employee?	NRS 281A.510	☐	☐
Would you receive any commission, personal profit, or compensation resulting from a contract to which the District is a party?	NRS 281.230	☐	☐

5. Explanation of any "Yes" answer

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6. Employee Certification

I certify that the information above is true and complete to the best of my knowledge. I understand that I must devote my full time, attention, and effort to District duties during official duty hours; that I must file an updated form within 30 days of any change in the outside employment or in my District assignment that could create a

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conflict; and that approval is suspended during any leave taken because of my illness, injury, or other incapacity unless the Superintendent/designee approves it in writing.

Signature: _____

Date: _____

For District Use Only

Received by (administrator / manager / supervisor)	
Date received	
Decision (due within 15 working days of a complete request)	☐ Approved ☐ Approved with conditions — state below ☐ Denied — state the reason by reference to the Policy GBB24 criteria below
Policy GBB24 criteria relied on, or conditions imposed	
Statutory review required (any “Yes” in Section 4)?	☐ No ☐ Yes — referred to Superintendent/designee
Referred to legal counsel or Nevada Commission on Ethics (NRS 281A.675)?	☐ No ☐ Yes — date:
Date decision provided to employee	

Signature: _____

Date: _____

Review of a denial. An employee may request review by the Superintendent/designee within 10 working days after a denial. The decision of the Superintendent/designee is final.

Review requested (date)	
Superintendent/designee decision	☐ Denial upheld ☐ Approved ☐ Approved with conditions
Basis for decision	
Superintendent/designee signature and date	

Retention: This completed form is maintained by the Superintendent/designee and the information provided is used only to evaluate and administer the request. Consult legal counsel regarding treatment of this record under NRS Chapter 239.

Authority: NRS 281.230; NRS 281A.400; NRS 281A.410; NRS 281A.430; NRS 281A.510; NRS 281A.550; NRS 281A.675; NRS 391.750