



YESHIVA UNIVERSITY OUTSIDE EMPLOYMENT POLICY

YU Employees are representatives of the University and are expected to help achieve its mission and to devote their attention to fulfilling their job responsibilities. Consequently, outside employment is not permitted if it could interfere with the employee's job performance or subject the University to criticism, unfavorable publicity or conflict of interest. Please refer to the Conflict of Interest Policy within the Employee Handbook. If a full time employee wishes or finds it necessary to consider outside employment activity, such arrangement must be approved in writing by the employee's supervisor.

It is every employee's responsibility to disclose outside employment to their supervisor. Final judgment as to the compatibility of such activity with proper performance of duties for the University or any conflict of interest will rest with the supervisor, after consultation with the Chief Human Resources Officer, who has the right to prohibit such activity at any time during employment at Yeshiva. Approval for outside employment may be withdrawn at any time if the University determines that such employment no longer meets the above requirements or it is in the best business interests of YU to do so.

YU encourages outside volunteer involvement in community, industry and charitable activities, as long as the involvement does not cause a conflict of interest with the University or diminish an employee's ability to satisfactorily perform the demands of his or her position with YU.

For all Faculty members, please refer to the Faculty Handbook for the *Faculty Outside Employment Policy*.

Disclosure Form

PURSUANT TO THE POLICY REGARDING CONFLICT OF INTEREST FOR EMPLOYEES OF YESHIVA UNIVERSITY

I hereby disclose the following activities, interests or relationships in which I am, or may become, involved to determine if they violate the University's policy regarding Conflict of Interest. (*Adequate detail must be provided; if necessary, additional sheets should be attached.*)

Name (print) _____ Date _____

Address _____

Signature _____ Extension _____

This form is to be submitted to:

Chief Human Resources Officer
Yeshiva University
Wilf Campus
2945 Amsterdam Avenue
Belfer Hall, 204
New York, New York 10033