

**GUIDELINES FOR
THE POLICY ON OUTSIDE PROFESSIONAL ACTIVITIES
FOR UNIVERSITY OFFICERS AND DESIGNATED STAFF**

Participation in outside professional activities shall not interfere with the performance of University duties, in accordance with the University of California Policy on Outside Professional Activities for University Officers and Designated Staff, established by the President on July 1, 1995.

The following guidelines shall be followed to implement the Policy:

I. Applicability

All *Senior Management Group* employees who participate in outside professional activities, including Officers of the University, are subject to this Policy.

Senior Management Group employees who are members of the Academic Senate or hold an academic appointment are also subject to the time limits established by the Policy on Outside Professional Activities of Faculty Members (i.e., 39 days for a 9-month appointment and 48 days for a 12-month appointment).

II. Definition

Outside professional activities include, but are not limited to, service on State or national commissions, government agencies and boards, committees or advisory groups to other universities, organizations established to further the interests of higher education, not-for-profit organizations, and service on corporate boards of directors.

III. Approval Authority

The immediate supervisor of a *Senior Management Group* employee is responsible for approving participation in outside professional activities in advance and in writing.

IV. Honoraria and Travel Reimbursement

Receipt of honoraria and travel reimbursement for expenses incurred in performing outside professional activities shall be in accordance with existing University policies and procedures, including but not limited to:

Personnel Policies for Senior Managers II-30.J.
Academic Personnel Policies 025, 660, and 667
Business and Finance Bulletin: BUS-34
Business and Finance Bulletin: G-28
Accounting Manual D-371.35
Policy and Guidelines Regarding Acceptance of Gifts and Gratuities under
California's Political Reform Act

V. Additional Requirements for Compensated Outside Professional Activities

- A. *All Compensated Outside Professional Activities:*** Accrued vacation shall be used when a senior management employee participates in compensated outside professional activities during the regular work week.
- B. *Corporate Board Service:*** Chancellors, Laboratory Directors, and Vice Presidents shall report annually compensated and uncompensated participation on corporate boards by senior management members of their staff in accordance with the following:
1. The reporting period shall be from July 1 through June 30 of each year.
 2. Annual reports shall include:
 - a. The name and University title of all *Senior Management Group* employees who served on a corporate board(s) during the reporting period.
 - b. For each senior manager listed, the name of all corporations for which corporate board service was performed.
 - c. For each membership on a corporate board:
 - i. A description of the nature of the relationship.
 - ii. The beginning and anticipated ending dates of the corporate board membership.
 - iii. The number of University work days the senior manager served on each corporate board for which service is reported.
 - iv. The number of vacation days used for corporate board service.
 - v. The total compensation* received during the reporting period for each membership on a corporate board, including cash, stock options, income from exercise of options, stock grants, deferred compensation, and retirement benefits.

*For purposes of this report, "compensation" does not include honoraria of less than \$2,000 annually or reimbursement of travel expenses.

For initial granting of stock options, the report should include:

- number of shares granted
- exercise price of shares at the time granted.

When stock options have been exercised, the report should include:

- number of shares of stock exercised
- exercise price of shares at the time granted
- price of shares at the time option is exercised.

3. Reports are submitted to the Office of Associate Vice President--Human Resources and Benefits.

Reporting formats are attached (Attachments A and B).