



Administrator Outside Employment Request & Review Form

This form is used to request review of outside employment or contract agreements involving an employee receiving financial compensation for personal services. Texas Education Code §11.006 establishes specific requirements and restrictions for certain school district administrators who receive financial benefits from outside entities. Classroom teachers and employees whose primary contract responsibilities are the in-class instruction of students are generally not subject to these requirements. However, administrators (including employees who perform significant administrative duties related to the operation of a district, campus, program, or subdivision) must disclose certain outside contracts and may be required to obtain Board of Trustees approval before performing services.

Board approval is required before services begin when required by law. An administrator who violates TEC §11.006 may be subject to a civil penalty of \$10,000 per violation.

Section 1: Employee and Contract Information

Employee Name:	
Current Position:	
Entity Requesting to Work For:	
Does the entity do business with the District?	☐ Yes ☐ No
Contract Time Period: (Include specific start and end dates)	Start Date: _____ End Date: _____
Brief Explanation of the Purpose of the Contract:	

Section 2: Employee Certification

I certify that when completing the contract:

- The contract will not harm the district.
- The arrangement does not present a conflict of interest.
- The services to be performed by me will be performed entirely on my personal time.

Section 3: Acknowledgments & Civil Penalty Notice

Additionally, I am aware that an administrator who violates this section is liable to the state for a civil penalty in the amount of \$10,000 for each violation. I also understand that I cannot perform any services under the contract unless and until the Board of Trustees approves this arrangement.

Section 4: Signatures

Printed Name	Date
Signature	

REQUIRED ATTACHMENT: Please attach a copy of the proposed contract or agreement to this form prior to submission. If no formal contract or agreement exists, attach alternative supporting documentation, such as a letter of employment verification or other written documentation from the outside entity that demonstrates the nature of the employment or service relationship