


Effective Date		Date of Revision		Policies, Rules And Regulations
6-19-74		06-17-03		
Chapter Name		Chapter No.	Page	
EMPLOYMENT/AFFIRMATIVE ACTION		3.1.6.1	Page 1 of 2	
Issue				
SUPPLEMENTAL EMPLOYMENT – NON-BARGAINED FOR EMPLOYEES				

UNIVERSITY POLICY STATEMENT

The University encourages the interaction of its faculty and staff with the community and with governmental, public, and business organizations. Through consulting relationships and other forms of employment, University employees can be a valuable resource.

Full-time employees of the University may be permitted such supplemental employment. However, it is understood that such employment must be outside of the employee's regular hours of work and must not interfere with the performance of the employee's duties and responsibilities.

UNIVERSITY PRACTICE

The guidelines outlined below are intended to provide for a limited amount of supplemental employment and to protect the integrity of the employee-University employment relationship:

Supplemental employment for non-bargained for, non-teaching employees may be permitted when:

It is outside of the employee's regular hours of work and does not interfere with the employee's assigned duties and responsibilities and does not conflict with work requirements outside of the University's regular business hours.

Prior to undertaking such outside work, the employee must report to the department head the nature, extent, and expected duration of such work.

When, in the opinion of the appropriate vice-president/Divisional Head, the employee's supplemental employment interferes with the performance of the employee's University duties, the employee may be requested to end or modify such supplemental employment all as a condition of continued employment as a full-time employee of the University.

RESPONSIBILITY FOR IMPLEMENTATION

The Executive Director of Human Resources, Assistant Vice President for Academic Affairs, and University Supervisors have the primary responsibility for implementing and enforcing this policy. Further, it is the responsibility of each University employee to disclose his or her supplemental employment.

Chapter Name	Chapter No.	Page
EMPLOYMENT/AFFIRMATIVE ACTION	3.1.6.1	Page 2 of 2
Issue		
SUPPLEMENTAL EMPLOYMENT – NON-BARGAINED FOR EMPLOYEES		

SCOPE OF POLICY COVERAGE

The policy covers all non-bargained for full-time University employees.

Regulations on this subject in regards to bargained-for employees may be found in collective bargaining agreements.

Authority for Creation or Revision
Minutes of the Board of Regents: June 19, 1974, para. .1384M. December 6, 1989, para. .4134M. June 17, 2003, para. .6132M.