

SECTION: 26
DATE: October 30, 2012

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

**RECOMMENDATION**

**UNIVERSITY POLICY:  
SUPPLEMENTAL EMPLOYMENT – NONBARGAINED-FOR EMPLOYEES**

**ACTION REQUESTED**

It is recommended that the Board of Regents approve the revised Supplemental Employment-Nonbargained-for Employees policy and authorize the President and the executive team to implement and enforce the policy on behalf of the Board of Regents.

**STAFF SUMMARY**

The policy required minor housekeeping changes to reflect current position titles.

**FISCAL IMPLICATIONS**

No fiscal implications are anticipated as a result of approving this policy.

**ADMINISTRATIVE RECOMMENDATION**

The proposed Board action has been reviewed and is recommended for Board approval.

\_\_\_\_\_  
**University Executive Officer**

\_\_\_\_\_  
**Date**

## Supplemental Employment - Nonbargained-for Employees

Effective Date: 06.19.1974

Revision Date: 06.17.2003

Chapter Name: Employment / Affirmative Action

Policy Number: 3.1.6.1

Policy Name: Supplemental Employment - Nonbargained-for Employees

*A PDF version of this policy is available via [this link](#).*

---

### 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 ~~V~~ice-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~~ Chief Human Resources Officer, Assistant Vice President, Academic AffairsAcademic Personnel & Contract Administration, 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.

### 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.

[EMU Home](#) | [Policy Manual home page](#)

## Supplemental Employment – Nonbargained-for Employees

Effective Date: 06.19.1974

Revision Date: 10.30.2012

Chapter Name: Employment / Affirmative Action

Policy Number: 3.1.6.1

Policy Name: Supplemental Employment – Non bargained-for Employees

*A PDF version of this policy is available via [this link](#).*

---

### 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 Chief Human Resources Officer, Assistant Vice President, Academic Personnel & Contract Administration, 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.

### 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.

[EMU Home](#) | [Policy Manual home page](#)