Policy title	Category
Additional Employment	Human Resources
Owner	**Approved by**
Human Resources	Business and Human Resources Office

Policy statement

Outside employment may be granted by the supervisor if the following conditions are met:

- The employment does not constitute a conflict of interest and does not interfere with the performance of the University job.
- The work is completed off the premises of the University.
- The work is completed during non-University work time.
- The work does not involve the use of materials, supplies, equipment, etc. belonging to the University.

Employees should request permission and inform their supervisor of outside or additional employment to ensure there is no conflicts of interest with the employee's current position. Questions about whether an outside activity or other employment would constitute a conflict of interest should be directed to the Assistant Vice President for Human Resource.

Last revised date
March 7, 2009