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| <b>Policy title</b><br>Additional Employment | <b>Category</b><br>Human Resources                        |
| <b>Owner</b><br>Human Resources              | <b>Approved by</b><br>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.

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.