

## Outside Employment

**Original Implementation:** April 21, 1981

**Last Revision:** November 2, 2015

Outside employment, for purposes of university policy, is engagement in any activity other than for Stephen F. Austin State University for a fee, salary, or wages. Examples include: establishing or joining a firm, private business, or engaging in the private practice of some professional skill, or working at another job. This policy applies to all full-time employees of Stephen F. Austin State University, including officers of the University Police Department.

University employees who propose to engage in outside employment must adhere to the following guidelines and any applicable laws.

1. Proper performance of the employee's university assignment is paramount and outside work will assume a position secondary to university duties.
2. The employee may not use any materials or facilities of Stephen F. Austin State University in the course of outside employment.
3. The employee will make a reasonable effort to assure that his/her outside employment is not identified with Stephen F. Austin State University.

An individual desiring permission to engage in outside employment must complete the Request for Approval for Outside Employment form and route it through administrative channels to the appropriate vice president (or president if no vice president oversees the office) for approval, prior to beginning outside employment. After initial approval of the outside employment, the employee will annually disclose or update such outside employment in the Employee Annual Conflict of Interest Disclosures. The department of human resources will provide a summary report of individuals approved for outside employment to the dean or director and appropriate vice president or the president by October 31 of each year.

**Cross Reference:** Faculty Handbook

**Responsible for Implementation:** President

**Contact for Revision:** President

**Forms:** Request for Approval of Outside Employment form is available on the human resources website; Employee Annual Conflict of Interest Disclosures.

**Board Committee Assignment:** Academic and Student Affairs