

UNIVERSITY of



DAYTON

Policy on Staff Outside Employment and Additional University Services

Effective Date:

Approval:

Maintenance of Policy: Vice
President, Human Resources

PURPOSE: The University of Dayton recognizes that there are opportunities for professional and academic enrichment from the experience and contacts acquired by activities both on and off campus. Many factors, however, should be examined when considering opportunities for outside consulting, outside employment, or additional services inside the University but outside of the employee's primary work assignment. All such opportunities need to be evaluated as to their appropriateness based on the best interests of the University and its mission, the professional advancement of the individual, and the public service that might be rendered.

SCOPE: All full-time University staff and full-time bargaining unit employees.

POLICY: Full-time UD staff employees who are employed for fewer than 12 months per year are free to work independently in outside activities during non-working periods as long as it does not violate the Conflict of Interest Policy nor damage the university or its reputation, and complies with this policy as written.

Each full-time staff employee will use the following guidelines and will seek the input and approval of the direct supervisor and the next highest level of supervision. The Outside Employment and Additional Services approval form can be found at:

http://www.udayton.edu/hr/employee_resources/hrforms.php#outside_employment. Outside consulting, outside employment, or additional services work for other departments shall not compromise the reputation of the university, regardless of the quality of the performance by the UD employee.

Outside consulting, outside employment, or additional services work for other departments should not infringe upon the proper and complete performance of the employee's primary assignment for the university,

REFERENCE DOCUMENTS:

1. Request for Approval to Perform Outside Employment/Additional Services (Appendix A)
2. University of Dayton Conflict of Interest Policy

Policy on Staff Outside Employment and Additional University Services, (continued)

POLICY (continued):

whether these duties are definite or implied, regularly scheduled, or performed when convenient. The absence from the university should not cause colleagues additional work, for example, in committee participation or student advising, nor should it limit accessibility to students. Specific time limitations can be set by individual units within the university and depend on individual circumstances; customarily the time should not exceed the equivalent of eight hours per week. Staff positions by their nature require that these activities occur outside of the regular work hours.

Under normal circumstances, outside activities of a professional or consultative nature for which a person receives compensation should not involve use of university facilities, clerical support, or other resources. In cases where a person would like to use university resources such as space or equipment, prior written approval must be granted from the appropriate dean or vice president. The dean or vice president will consider all affected parties and evaluate any potential liability, and consult with appropriate university personnel before the use is authorized. In no cases should this activity limit access for UD students or operations, and in most cases, adequate compensation should be paid to the university for their use. The university reserves the right to deny this use at any point without regard to any prior approvals.

Outside consulting and other services are not to be performed for individuals or organizations including institutions of higher education that compete with the university, or for an organization which competes with another organization for which the university is already performing the same services or pursuing the same research. This would involve a conflict of interest for the university and the staff member. (See Conflict of Interest Policy).

Outside consulting, employment, and business ventures are private endeavors and the distinction from the university must be clear. For example, university letterheads or university computer resources are not to be used, nor should the university be identified in any other way in outside employment. The name of the university is not to be used in publicity or promotion of a product or service without the express written authorization of the responsible officials of the university.

Extra compensation is sometimes permitted for personnel who give service within UD, but beyond the normal expectations of their job. Most often this compensation should be made to the department, to provide funds to be directed by that person or for released time to perform the service. Whether paid to the department or to the employee, arrangements for this additional compensation must always be approved through the direct supervisor and at least one additional level for the employee.

Process for Staff Who Wish to Pursue Outside Employment/Additional Services

A completed *Request for Approval* form (Appendix A) must be submitted to the immediate supervisor prior to a staff member accepting outside employment or additional services opportunities within the university. If approved, the *Request* form should then be forwarded to the next level supervisor for their approval. A copy of the approved *Request* form should be returned to the employee, while the original should be forwarded to the Office of Human Resources for inclusion in the employee file.



Request for Approval to Perform Outside Employment/Additional Services

I request permission to accept the following outside employment or additional services while employed as a staff member of the University of Dayton. This request is made in accordance with the Outside Employment and Additional Services policy.

Name

Current Department/Division

1. Employing organization or university department: _____
2. Nature of duties to be performed: _____
3. Period/duration of outside employment/additional duties: _____
4. Average number of hours per week: _____

I hereby certify that the outside employment activity or additional services at the University of Dayton does not constitute a conflict of interest, nor will it interfere with my regular employment at the University of Dayton.

Signature

Date

Approvals:

First Line Supervisor

Date

Next Line Supervisor

Date

Original: Office of Human Resources

Copy: Requesting Employee