



## OUTSIDE EMPLOYMENT POLICY

**Policy Title:** Outside Employment

**Policy Type:** Administrative

**Policy Number:** 10-10 (2016)

**Approved:** 07/01/2015

**Responsible Office:** Human Resources

**Responsible Executive:** Associate Vice President for Human Resources

**Applies to:** University Employees

### POLICY STATEMENT

Part-time outside employment is permitted provided it does not conflict or interfere with the employee's assigned responsibilities. University resources and facilities are not to be used for outside employment, and state conflict of interest laws and applicable University policies are not to be violated. Full-time outside employment is not permitted.

Employees engaged in outside employment are required to have written authorization from their supervisors/deans, appropriate vice presidents University President and Human Resources. An employee who proposes to engage in any outside employment, any continuing business activity, or any outside activity that could result in a potential conflict of interest is required to report annually in writing the particulars of the employment. Under no circumstance, however, should an employee miss required work hours to engage in any form of outside employment.

Outside employment should correlate to ½ or less of your weekly work time or semester class load as required in your full-time responsibilities to the University (i.e. if your regular work schedule is Monday through Friday, you should not be working more than 20 hours from Monday through Friday or carrying a class load of more than 6 hours). Outside employment without appropriate approval may be grounds for dismissal for cause.

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## **DEFINITIONS**

**Outside Employment:** Employment with another organization or agency other than Norfolk State University to include self-employment, consulting activities and volunteer activities if any form of compensation is provided.

## **CONTACT(S)**

Human Resources officially interprets this policy. The President is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures. Questions regarding this policy should be directed to Human Resources.

## **STAKEHOLDER(S)**

All full-time faculty, administrators and staff.

## **OUTSIDE EMPLOYMENT POLICY CONTENTS**

All full-time employees of Norfolk State University are required to obtain approval from their supervisor, Vice President, University President and Human Resources prior to engaging in any outside employment. This approval is given on a calendar year (January – December) bases and must be renewed annually. Employees who wish to engage in outside employment must certify that they have read and fully understand the Outside Employment Guidelines listed below.

- A. Employees must submit an “Action Form for Outside Employment” to their supervisor for approval prior to engaging in outside employment. Approval is required from the appropriate Vice President, Human Resources and the University President.
- B. Employees may not engage in outside employment during the hours that they are employed by the University unless appropriate leave is approved and taken during the approved periods of time.
- C. University resources or any resources under contract with Norfolk State University may not be used to perform outside employment.
- D. An employee may be disciplined for outside employment that is not approved, occurs during work hours without use of appropriate leave or is determined to be in violation of University guidelines, State and Local Government Conflict of Interest Act, or the Virginia Public Procurement Act.
- E. The approval of outside employment may not exceed the duration of 12 months and is granted on the calendar year (January – December of each year). It is the sole responsibility of the employee to initiate a renewal of an approval upon its expiration or if there is a change to any approved dates and times if the employee wishes to

continue the employment.

- F. Outside employment will not interfere with the employee's ability to devote the expected time and attention to work or duties with the University or compromise the employee's ability to perform official duties effectively and impartially or give any appearance of impropriety that would reflect on NSU, the department, or position. Additionally, outside employment cannot be considered as an excuse for poor job performance, absenteeism, tardiness, early departure, refusal to travel, refusal to work overtime, different work hours or an adjusted work schedule, or refusal to accept additional assignments within the scope of the employee's position with the University.

## **PUBLICATION**

This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval.
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the appropriate SharePoint site and/or Website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet the publication requirements does not invalidate this policy

## **REVIEW SCHEDULE**

- Next Scheduled Review: 02/26/2021
- Approval by, date: President, 07/01/2015
- Revision History: 02/01/1981, 07/01/2015
- Supersedes: Personnel Policy and Procedures No. 25

## **RELATED DOCUMENTS**

1. Department of Human Resources Management Webpage  
<http://www.dhrm.virginia.gov/>
2. Department of Human Resources Management Standards of Conduct Policy 1.60  
[http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol1\\_60.pdf?sfvrsn=2](http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol1_60.pdf?sfvrsn=2)

## **FORMS**

1. Action Form for Outside Employment (attached)

**Request for Outside Employment**

I, \_\_\_\_\_ Employee ID#: \_\_\_\_\_

Current Position: \_\_\_\_\_ Department: \_\_\_\_\_

**REQUEST APPROVAL TO ACCEPT OUTSIDE EMPLOYMENT AS FOLLOWS:**

Name of Outside Employer: \_\_\_\_\_

Address of Outside Employer: \_\_\_\_\_

Telephone Number of Outside Employer: (     ) \_\_\_\_\_

Job Responsibilities of Outside Employment: \_\_\_\_\_

Supervisor for Outside Employment (if applicable): \_\_\_\_\_

Number of hour(s) requested for Outside Employment: \_\_\_\_\_

Day(s) of Week of outside employment:     M     T     W     TH     F     SA     SU     ONLINE \_\_\_\_\_

Work hours of outside employment: \_\_\_\_\_

**Faculty Employees: Attach a copy of your NSU teaching schedule and office hours.**

*I certify that the above information is accurate. Additionally, I certify that I have read NSU Administrative Policy #45-10 Outside Employment and that my above request will not in anyway interfere with my full-time duties and responsibilities and/or related assignments at Norfolk State University. I understand that any deviation from the above request must be re-evaluated by the appropriate university officials.*

Signature (Originator): \_\_\_\_\_ Date: \_\_\_\_\_

**Approvals**

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_ Approved     Disapproved

Department Chair/Director: \_\_\_\_\_ Date: \_\_\_\_\_ Approved     Disapproved

Dean/Director/VP/Provost (If applicable): \_\_\_\_\_ Date: \_\_\_\_\_ Approved     Disapproved

President: \_\_\_\_\_ Date: \_\_\_\_\_ Approved     Disapproved

Associate Vice President Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_ Approved     Disapproved

If approved, request is approved for the period: Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

**This request is not approved until form has been reviewed, approved and signed by the President and Human Resources.**