

University Policy 200.27
EXTERNAL EMPLOYMENT

Responsible Administrator: vice President of Administration/Provost

Responsible Office: Office of Human Resources/Office of the Provost

Originally Issued: November 2011

Revision Date:

Authority: Office of the President

Policy Statement

Clafin University does not prohibit full-time employees from engaging in outside employment so long as such employment does not adversely affect the amount of time, energy, and attention devoted to the contracted job duties and responsibilities of Clafin University, and so long as such employment does not create a conflict of interest.

Statement of Purpose

This policy establishes guidelines for external employment.

Applicability

This policy is applicable to all full-time employees of Clafin University.

DEFINITION

External Employment is additional employment, inclusive of self-employment, for which compensation is paid by an external source while the employee is also under full-time contract with Clafin University. This employment includes teaching, consulting and advisory services, and includes all external employment of any sort.

Employees on a nine-month contract and paid over twelve months may accept outside or secondary employment during the summer months without approval, providing they do not have full-time employment with the University for any part of the summer months. The term "under contract" also includes time on sabbatical, paid leave (inclusive of worker's compensation or short-term disability) or unpaid leave.

PROCEDURES

An external employment form notifies University management that a full-time employee is considering an external employment opportunity. An employee

must have the External Employment Request form completed and approved prior to accepting an external position.

RESTRICTIONS

- External employment must not interfere with an employee's full-time university duties and responsibilities, including teaching, community service work and research.
- Employees may not engage in outside employment that:
 - could impair the employee's judgment;
 - actually or potentially results in a conflict of interest; and
 - may require or induce the employee to disclose confidential information.
- External employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, refusal to work overtime or flexible hours. Employees are cautioned to consider the demands that additional work activity will create before requesting permission to seek or accept outside employment.
- An employee's work schedule shall not be altered or revised in order to provide time to perform outside employment.
- Employees may not use scientific and office equipment, supplies or space of the University for paid external activities.

If the external employment request for administrators/staff is denied at any stage, it should be submitted to the appropriate Vice President or President/designee with a written statement explaining the reason for denial. The completed approved or denied form for administrators and staff must be returned to the Office of Human Resources for notification.

The Vice President of Academic Affairs will resolve faculty issues. Exceptional actions shall be reviewed by the president/designee. The completed approved or denied form for faculty must be returned to the Division of Academic Affairs for notification.

COMPLIANCE WITH POLICY

This policy shall be governed in accordance with the Conflict of Interest Policy, Termination Policy, Employee Guidelines, and Faculty Handbook.



CLAFLIN UNIVERSITY
External Employment Request Form

Employee name: _____
 First Middle Last

Title: _____ **Department:** _____

Extension: _____ Email Address: _____

I request permission to accept external employment. The proposed employment will not interfere with my assigned duties or compromise the University's interest. In such outside employment, I will act as an individual and not as a representative of Claflin University.

1. Name and address of employing firm, agency or individual:

2. Nature of Work: _____

3. Period of request: _____ through _____
4. Hours of work: _____

I have read Policy 200.27: External Employment, and agree to the terms and conditions and will conduct my external employment in accordance with the provisions contained therein.

Date _____

Employee's signature

Approvals/Denials

Supervisor/Date

Approved: Yes ____ No ____

Supervisor/Date

Approved: Yes ____ No ____

Department Head/Date

Approved: Yes ____ No ____

Dean/Date

Approved: Yes ____ No ____

Vice President/Date

Approved: Yes ____ No ____

President or Designee/Date
(not required for faculty)

Revised: November 3, 2011