

University Policy 200.27
EXTERNAL EMPLOYMENT

Responsible Administrator: Vice President for 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 - 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 judgement
 - actually or potentially result in a conflict of interest
 - 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 Provost/ 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 Provost or Designee 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 Employee Guidelines and Faculty Handbook.

RELATED POLICIES

Conflict of Interest

Termination

Documentation (Tools and Forms) available on HR website -
Claflin.edu/about/offices-services/policies-and-procedures

REVIEW DATE - December 2021

APPROVALS/DENIALS

_____ Approved: Yes ____ No ____
Supervisor/Date

_____ Approved: Yes ____ No ____
Department Head/Date

_____ Approved: Yes ____ No ____
Employee's Signature Date

Dean/Date

_____ Approved: Yes ____ No ____
Vice President/Date

_____ Approved: Yes ____ No ____
President or Designee/Date
(not required for faculty)