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
Claflin 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 Claflin 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 Claflin 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 Claflin 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
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.

_______________________________________              ___________________________
APPROVALS/DENIALS

____________________________________ Approved: Yes ___ No____
Supervisor/Date

____________________________________ Approved: Yes ___ No____
Department Head/Date

____________________________________ Approved: Yes ___ No____
Employee’s Signature Date

____________________________________ Approved: Yes ___ No____
Dean/Date

____________________________________ Approved: Yes ___ No____
Vice President/Date

____________________________________ Approved: Yes ___ No____
President or Designee/Date
(not required for faculty)