

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 5:026	Supersedes Policy Number: 5:026
Date: June 10, 2002	Dated: June 23, 1997
Subject: Outside Employment	Mandatory Review Date: June 10, 2007
Initiating Authority: Executive Director of Human Resources	TBR Policy/Guideline Reference: <u>5:01:05:00</u>
Approved:	President: signature on file

Tennessee Board of Regents' Policy on Outside Employment (Policy No. 5:01:05:00) is hereby incorporated into and made a part of this policy.

- A. Full-time faculty, administrators, and professional staff are subject to the provisions of this policy.

As defined herein this policy does not apply: (a) to normal, short-term professional activities such as participation in symposia, accreditation visits, speaking engagements, exhibitions, or recitals, even though honoraria may be received for such participation; or (b) when the individual is not within the term of his or her contract period, or is on leave.

1. The proposed outside professional employment or continuing business activity:
 - a. must not interfere with assigned duties and responsibilities;
 - b. must not constitute a conflict of interest or compete with the education, research, or public service programs of the University;
 - c. if involving employment with other agencies, departments, or institutions of State government, including State institutions of higher education, is subject to the prior approval of the President and the appropriate representative of the other agency, department, or institution;
 - d. must not be undertaken with the claim that the individual is an official representative of the institution in connection with the employment;
 - e. if involving the use of institutional equipment, facilities, or services must have university approval and provide for compensating the institution at the rates established by the University; and

- f. if an outside compliance agency (i.e., NCAA, etc.) requires the President's approval for outside employment, that approval process will take precedence over the procedures outlined in paragraph 2 below.
2. Prior to engaging in outside employment or continuing business activity, the faculty, professional staff member, or administrator shall complete the "Outside Employment Request Form" and discuss the proposed employment with the department head. The department chair or supervisor shall recommend the approval or disapproval of the request using the "Outside Employment Request Form." The form will then be forwarded to the appropriate vice president or to the President if there is no vice president presiding over the employee's department. The vice president or the President if there is no vice president shall review the request for outside employment and provide written notification to the employee of the final decision. If outside employment is denied by the vice president, the employee may appeal to the President. A disapproval by the President is not subject to the grievance process and may not be appealed to a higher level.
 3. After a final decision on the request has been made, the request and any supporting documentation will be filed in the employee's official personnel file in the Office of Human Resources.
- B. While the provisions outlined in the previous paragraphs do not apply to clerical and support personnel, outside employment by these employees may not interfere with the regular employment expectations of the University. Should a scheduling problem or inability to perform work as a result of outside employment occur, a clerical and support employee must discuss the situation with his/her supervisor, and unless a specific exception is approved, the employee must complete all work assignments as scheduled by the University.

"Outside Employment Request Form" may be obtained online at www.apsu.edu/hrhomepage/forms.htm or from the APSU Human Resources Office except where noted.