

Purpose

The purpose of this policy is to define outside employment and to establish that all Virginia State University full-time employees, including Faculty and Professional/Administrative staff, are required to have appropriate approval for employment outside their jobs at Virginia State University and that this approval must be sought annually for each outside employment activity.

Policy Statement

Virginia State University recognizes that certain outside employment activities benefit individual employees. While the University permits employees to engage in approved outside employment, this policy establishes guidelines to ensure that no employee shall engage in any other employment or conduct of a profession that affects his/her employment with the University or that may be deemed a violation of the Virginia Conflict of Interests Act.

Definitions

Outside employment is defined as compensated work for each and any other organization, business, person or agency that is not Virginia State University. Outside employment can include, but is not limited to, self-employment and self-initiated professional services such as consulting, private enterprise, workshops, seminars, conferences, institutes, or short courses provided to any entity or person other than the University. *Volunteer work performed without the expectation of or without a prior intent of receiving compensation is not outside employment.*

Authority, Responsibility, and Duties

- A. The "Action Form for Outside Employment" must be completed and submitted to request permission to engage in outside employment. The period of activity noted on the form cannot exceed one calendar year. Requests for continual engagement in outside employment must be completed each new calendar year. *A form must be completed for each outside employer, including self.*
- B. All employees must request approval for engaging in outside employment through the normal supervisory channels prior to undertaking such employment.
- C. Employees may not engage in private business activities or in the conduct of any business, profession, or other non-university related work (on or off-campus) during the hours for which he/she is employed to work for the University.
- D. Employees already engaged in unapproved outside employment activities or on-campus activities should obtain approval or discontinue such activities immediately, as appropriate, to avoid any violations of the Virginia Conflict of Interests Act. No sick leave with pay shall be allowed when the

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Title: Outside Employment Policy

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appointing authority determines an absence was a result of unauthorized employment outside the University.

- E. Final approval of requests for engaging in outside employment rests with the President of the University. Any appeal for denied permission, together with substantiating facts, may be presented to the President for resolution.

Contracting with State Agencies and Outsource Firms

Any University employee considering outside employment with another state agency should be aware of the Virginia Conflict of Interests Act, which prohibits employees from having a personal interest in a contract with the University other than her or his own contract for employment.

Any University employee considering outside employment with any firm or entity that has a contract with the University must file an "Outside Employment Request and Approval" form. If a University employee will receive salary or other benefits from the firm or entity that may reasonably be anticipated to exceed \$10,000 annually, the employee must also file a Statement of Economic Interests. All required forms will be maintained by the Human Resources Department.

Sanctions

Sanctions will be commensurate with the severity and/or the frequency of any violation of this policy, University guidelines, state policy or the Virginia Conflict of Interests Act and could include termination of University employment.

Approval and Effective Date

This policy is effective on date of the President's signature. This policy shall be reviewed and revised as needed, unless otherwise noted.

Approval By: _____



President

Date: _____

2/22/16

References:

DHRM Policy 1.60 (Standards of Conduct): http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol1_60.pdf?sfvrsn=2

VA Conflict of Interests Act Information: <https://commonwealth.virginia.gov/va-government/conflict-of-interest/>

