



Outside employment shall not:

a) Result in the use of University resources and facilities.

NOTE: State conflict-of-interest laws and applicable University policies must not be violated.

b) Coincide with or conflict with the University's scheduled work hours.

c) Conflict with job responsibilities or affect an employee's ability to perform satisfactorily at the University.

d) Cause an employee to regularly arrive late for, or leave early from, any scheduled shift or University work hours; or

e) Conflict with any University interest.

NOTE: Should an unanticipated conflict of interest result from an employee's outside employment, the Director of Human Resources or his or her designee, in conjunction with the employee's supervisor, shall, upon learning of such conflict, instruct the employee to terminate the outside employment. Failure to cease the outside employment as directed may be grounds for involuntary termination of employment with the University.

A staff employee may perform outside employment while on vacation, holiday, or special leave as long as the outside employment does not constitute a conflict of interest with the University.

The University encourages its faculty and staff to assist the greater