It is the responsibility of the employee to notify their immediate supervisor and the Human Resource Office of their intent to accept any secondary employment. Additional employment of any kind must be approved by the System/College President or their designee after the following determinations have been made by the Human Resource Officer:

1. The additional employment will not interfere with the employee's full-time assignment.

2. The additional employment could not be reasonably construed as a conflict of interest. Consultation with appropriate counsel, including but not limited to, the Office of the Attorney General or the State Ethics Commission may be necessary to make such determinations.
3. The additional employment will not be performed during the employee's normally scheduled hours of work unless the employee is on pre-approved annual leave, faculty non-work days, compensatory leave, holiday leave, or leave without pay.

4. The employee will not use System Office/College facilities, funds, supplies, personnel, services, time or resources for the accomplishment of the secondary employment.

5. The employee will not engage in outside employment which constitutes an unauthorized practice for state employees under the laws or policies of this state.

6. Violation of this procedure may result in revocation of authorization of outside employment and/or disciplinary action up to and including termination.

7. The additional employment is not with a State agency.

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1 For Secondary State/Dual Employment within State Government refer to policy #8-2-100.