

FRANCIS MARION UNIVERSITY
Human Resources Office

SUBJECT: Outside Employment Policy

Revised: 3/16/95

Revised: 2/1/02

OUTSIDE EMPLOYMENT POLICY

THE LANGUAGE USED IN THIS POLICY DOES NOT CREATE A BINDING EMPLOYEE CONTRACT BETWEEN THE EMPLOYEE AND THE UNIVERSITY. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY, IN WHOLE OR IN PART.

Francis Marion University faculty and staff may engage in employment of and in addition to their employment with the University provided that the following guidelines are adhered to:

- No University or state owned materials or equipment are utilized.
- The work is performed on the employee's own time.
- The work does not interfere with the responsibilities of the individual at the University.
- The employee's position (not expertise or credentials) is not used to obtain or continue the work performed during off-duty hours.
- The outside employment can in no way be a conflict of interest.

Faculty and staff who wish to engage in outside employment are required to notify their supervisors of such intent prior to beginning outside employment. Verification from Human Resources is required to assure that the employment is appropriate and that it does not violate Ethics regulations or Dual Employment guidelines. Written approval from the appropriate Vice President, Provost, or President will be required. Such information will be placed in individual human resource files in Human Resources.

If the outside employment violates any of the above guidelines, the employee will be required to choose between engagement in the outside employment and continued employment with the University or could be subject to appropriate disciplinary action.

FRANCIS MARION UNIVERSITY

APPROVAL FOR OUTSIDE EMPLOYMENT

NAME: _____

CURRENT POSITION: _____

TYPE OF OUTSIDE EMPLOYMENT: _____

NORMAL WORK SCHEDULE:

Days Worked: _____

Hours Worked: _____

OUTSIDE EMPLOYMENT SCHEDULE:

Days Scheduled to Work: _____

Hours Scheduled to Work: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____

VERIFICATION: Human Resources

SIGNATURE: _____ DATE: _____

APPROVAL: Vice President, Provost, or President

SIGNATURE: _____ DATE: _____

OBA-Human Resources-194-33