



HUMAN RESOURCES POLICY

NUMBER/TITLE: HR-312, OUTSIDE EMPLOYMENT POLICY

Covered Individuals: Fulltime UIU Employees

Strategic Priority: SP 2.1

Covered Locations: All UIU Locations

HLC: Criterion 2

Effective Date: 05/12/2021

Consultations: EDHR, Univ. Policy Cmte.

Last Revision:

POLICY STATEMENT

Upper Iowa University (UIU or University) recognizes that some employees may need or want to hold additional jobs outside their employment with the University. This policy provides a standard process whereby any fulltime employee of UIU that desires to engage in outside employment will be in compliance with the guidelines set forth by the University.

DEFINITIONS

Conflict: any situation in which private outside employment would be or could reasonably be perceived as a conflict with the best interests of the University or with the employee's performance of his or her University duties.

Fulltime Employee: any faculty or staff member scheduled to work 30 or more hours per week.

Outside employment: work for an employer different from UIU by a fulltime UIU employee. Such work should not create a real or perceived conflict of interest or commitment, nor should it interfere with an employee's full and proper performance of their University employment. Outside employment for faculty does not include work that is completed outside of the contract year.

POLICY

It is the policy of UIU to provide a transparent system of disclosure and documentation of employees' employment outside of the University that might otherwise raise concerns about conflicts of interest or conflicts of commitment. An employee may accept outside employment as long as their outside employment will not create a real or perceived conflict of interest or commitment. These activities must also not interfere with an employee's full and proper performance of their University employment.

The University does not intend to interfere with the private or personal life of employees. UIU recognizes that outside work, in modest amounts of time and service, can advance the professional development of an individual and magnify UIU's contribution to society. The University applies this policy consistently and without discrimination to all employees, and in compliance with all applicable employment and labor laws and regulations. The following rules for outside employment apply to all employees notifying their supervisors or managers of their intent to engage in outside employment:

- Work-related activities and conduct away from UIU must not compete with, conflict with or compromise the University's interests or adversely affect job performance and the ability to fulfill all responsibilities to UIU. UIU Employees, in the capacity of their outside employment, are prohibited from performing any services for customers of UIU that are normally performed by UIU. This prohibition also extends to the unauthorized use of any University resources or facilities and the unauthorized use or application of any confidential information. In addition, UIU employees may not solicit or conduct any outside business in the capacity of their outside employment during work time for UIU.
- UIU employees must carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.
- Employees may not use University paid sick leave to perform work for another employer.
- An employee's outside employment should never present a conflict of interest or commitment with the University, as defined in the Conflict of Interest/Conflict of Commitment Policy, nor should such outside employment have any potential for negative impact on UIU.

Fulltime employees, realizing their primary responsibility shall be to the University, must recognize that outside employment is secondary to UIU needs, demands, and schedules. Outside employment that occurs beyond the contract year does not need to be reported as outside employment.

The Vice President (or designee) of each area must be notified on an annual basis of outside employment that has the potential to create a perceived conflict of interest or commitment. The Human Resources Department will maintain such records. It is the responsibility of all fulltime employees who have applied for or have been hired for such outside work to complete the Outside Employment Form which is linked to this policy. It is also their responsibility to provide notification of any such outside employment change occurring during the academic year. Given the possible sanctions outlined below, it is in the best interest of the employee to provide such notifications.

If an employee's outside employment presents a conflict of interest or commitment with the University, as defined in the Conflict of Interest/Conflict of Commitment Policy, or if outside work activity causes or contributes to job-related problems at the University, or if such outside employment has any potential for other negative impact on UIU, the employee will be asked to terminate the outside employment. Employees who are found in violation of the Outside Employment Policy may be subject to disciplinary action consistent with their respective handbooks.

RULES, PROCEDURES, GUIDELINES, FORMS, AND OTHER RELATED RESOURCES

[Outside Employment Notification Form](#)

[602 Conflict of Interest Conflict of Commitment Policy](#)

[601 Code of Ethical Conduct Policy](#)

CUSTODIAN

The Office of Human Resources

HISTORY

New/Revision Number:	Date of Action/Approval	Revision Change
HR 312	4/14/21	Faculty Senate recommended one change to form signature lines
312	4/19/21	University Policy Committee discussion of VPASA's concerns. University Policy Committee recommends for approval
312	5/12/21	President's Council recommends approval. President approved.
312	6/7/23	Reviewed and New Template