Name of Policy: Outside Employment

Policy Number: 3364-25-49

Approving Officer: President

Responsible Agent: Associate Vice President of Human Resources

Scope: The University of Toledo - All Campuses

Key words: working outside of university, employed outside of university, external employment

<table>
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<th>New policy proposal</th>
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(A) Policy statement
Staff employees who hold full or part-time non-University jobs may create undesirable working situations for the University, for other employees, and for themselves. An employee may not engage in any other type of employment or business during the hours he/she is employed by the University. This includes the use of University facilities for work not related to one's University job assignment. An employee may not undertake any other type of employment which clearly impinges upon or detracts from his/her availability and ability to perform requirements of the University position unless authorized by the appropriate vice president.

(B) Purpose of policy
To provide guidelines for employees who hold outside employment.

(C) Scope
This policy applies to employees of the University not governed by other agreements, policies, or Rules and Regulations.

(C) Procedure
The appropriate divisional vice president is responsible for implementation of this policy.

Approved by:

Lloyd A. Jacobs, M.D.
President

June 26, 2014

Date

Review/Revision Completed by:
Associate Vice President of Human Resources, HRTD

Policies Superseded by This Policy:
Previsou 3364-25-49, effective date June 22, 2011

Initial effective date: June 22, 2011
Review/Revision Date: June 26, 2014
Next review date: June 26, 2017