


Name of Policy: Outside Employment		 Review date: July 9, 2020 Original effective date: June 22, 2011	
Policy Number: 3364-25-49			
Approving Officer: President			
Responsible Agent: Associate Vice President & Chief Human Resource Officer			
Scope: The University of Toledo - All Campuses			
Key words: working outside of university, employed outside of university, external employment			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy

(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.

(D) Procedure

The appropriate divisional vice president is responsible for implementation of this policy.

<p>Approved by:</p> <p><u>/s/</u> Gregory C. Postel, M.D. Interim President</p> <p><u>July 9, 2020</u> Date</p> <p><i>Review/Revision Completed by: Associate Vice President of Human Resources, HRTD, SLT</i></p>	<p>Policies Superseded by This Policy: <i>Previous 3364-25-49, effective date August 10, 2017</i></p> <p>Initial effective date: June 22, 2011</p> <p>Review/Revision Date: June 26, 2014, August 10, 2017, July 9, 2020</p> <p>Next review date: July 10, 2023</p>
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