


Name of Policy: Outside employment Policy Number: 3364-25-49 Approving Officer: Executive VP for Finance and Administration & CFO Responsible Agent: Chief Human Resources Officer Scope: All University of Toledo Campuses		 Effective date: April 6, 2026 Original effective date: June 22, 2011	
Keywords: working outside of university, employed outside of university, external employment			
	New policy		Minor/technical revision of existing policy
	Major revision of existing policy	X	Reaffirmation of existing policy

(A) Policy statement

Staff employees who hold full-time 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

The purpose of this policy is 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 vice president is responsible for implementation of this policy.

<p>Approved by:</p> <p><i>/s/</i></p> <hr/> <p>Matthew Schroeder EVP for Finance and Administration & CFO</p> <p>Date: April 6, 2026</p> <p>Review/revision completed by:</p> <ul style="list-style-type: none"> • <i>Chief Human Resources Officer</i> 	<p>Policies superseded by this policy:</p> <ul style="list-style-type: none"> • <i>None</i> <p>Original effective date: <i>June 22, 2011</i></p> <p>Review/revision date: <i>June 26, 2014</i> <i>August 10, 2017</i> <i>July 9, 2020</i> <i>September 15, 2023</i> <i>April 6, 2026</i></p> <p>Next review date: <i>April 6, 2029</i></p>
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