



## **Outside Employment Guidelines for Classified Staff and Administrative and Professional Faculty**

Under Mason policy, classified and administrative and professional faculty are required to obtain approval from their supervisor prior to engaging in any outside employment. To protect the University and its employees from actual or perceived conflicts of interest as a result of outside employment, the University has adopted the following guidelines.

- Employees must submit an “Outside Employment Request and Approval” form to their supervisors.
- Employees may not engage in outside employment during the hours that they are employed by the University unless appropriate leave is approved and taken during these periods of time.
- University resources may not be used to perform outside employment.
- An employee may be disciplined for outside employment that is not approved, occurs during work hours without use of appropriate leave, or is determined to be in violation of University guidelines, state policy or the Virginia Conflict of Interest Act.
- Supervisor approvals of outside employment may not exceed a duration of twelve months, and are thereafter subject to ongoing review minimally annually for impact on University employment in the event of any substantive change in the outside employment agreement.

### **Related Policies:**

Administrative/Professional Faculty Handbook <http://hr.gmu.edu/policy/AdmHandbook.Final1-1-07.pdf>

Conflict of Commitment [http://research.gmu.edu/docs/Conflict\\_of\\_Commitment.pdf](http://research.gmu.edu/docs/Conflict_of_Commitment.pdf)

Conflict of Interests Policy <http://universitypolicy.gmu.edu/4001res.html>

DHRM Policy 1.60 (Standards of Conduct) [http://www.dhrm.virginia.gov/hrpolicy/web/pol1\\_60.pdf](http://www.dhrm.virginia.gov/hrpolicy/web/pol1_60.pdf)

Faculty Handbook [http://www.gmu.edu/resources/facstaff/handbook/GMU\\_FACULTY\\_HANDBOOK\\_1-1-2009.pdf](http://www.gmu.edu/resources/facstaff/handbook/GMU_FACULTY_HANDBOOK_1-1-2009.pdf)

Outside Employment Policy

Supplemental Pay Policy

VA Conflict of Interest Act <http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+TOC0202000003100000000000>

# Outside Employment Request and Approval

*Please send completed form to Human Resources and Payroll (MS: 3C3) to be added to the employee's personnel file. A copy of this form must be maintained in the supervisor's file.*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
University Department

***Please share the name of your outside employer along with a brief description of the employment duties and responsibilities.***

Outside Employer: \_\_\_\_\_

Duties/Responsibilities: \_\_\_\_\_

***Fill in your outside employment schedule and the number of hours you will be working with your employer below. If additional space is needed, then attach the information to this form.***

NUMBER OF HOURS OF OUTSIDE EMPLOYMENT								
Scheduled Hours	SUN	MON	TUES	WEDS	THURS	FRI	SAT	TOTAL
<b>ESTIMATED HOURS</b>								

***To your knowledge, does the organization for which you are requesting outside employment contract with the university? Yes / No (circle one)***

***If yes, please describe:*** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

***By my signature, I indicate that I have read and understand the Outside Employment Guidelines and Policies.***

\_\_\_\_\_  
Employee Signature and Date

\_\_\_\_\_  
Supervisor name, Signature and Date

Executive Council Member's Signature and Date (if required) \_\_\_\_\_

**REQUEST APPROVED EFFECTIVE** \_\_\_\_\_