



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

Outside Employment and Activities Policy

VOLUME, SECTION & NUMBER:

5.2.16

ENTITIES AFFECTED:

Faculty

Staff

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

December 18, 2023

REVISED FROM:

Previous Version of Policy

POLICY STATEMENT:

Part-time outside employment is permitted, provided it does not conflict or interfere with an employee's assigned responsibilities. Under no circumstances, however, should an employee miss required work hours to engage in any form of outside employment or outside activity.

DEFINITIONS:**Outside Employment**

Employment with another organization or agency other than Kentucky State University, which includes self-employment, consulting activities, and volunteer activities if any form of compensation is provided.

Outside Activity

Any activity or service an employee performs on behalf of another organization in an official capacity for which he or she is not compensated.

REQUIREMENTS:

Outside Employment

Outside employment shall not:

a) Result in the use of University resources and facilities.

NOTE: State conflict-of-interest laws and applicable University policies must not be violated.

b) Coincide with or conflict with the University's scheduled work hours.

c) Conflict with job responsibilities or affect an employee's ability to perform satisfactorily at the University.

d) Cause an employee to regularly arrive late for, or leave early from, any scheduled shift or University work hours; or

e) Conflict with any University interest.

NOTE: Should an unanticipated conflict of interest result from an employee's outside employment, the Director of Human Resources or his or her designee, in conjunction with the employee's supervisor, shall, upon learning of such conflict, instruct the employee to terminate the outside employment. Failure to cease the outside employment as directed may be grounds for involuntary termination of employment with the University.

A staff employee may perform outside employment while on vacation, holiday, or special leave as long as the outside employment does not constitute a conflict of interest with the University.

Outside Activities

The University encourages its faculty and staff to assist the greater community. However, an employee's involvement in outside activities must not result in a conflict of interest. Moreover, if an employee wishes to represent another organization in an official capacity (e.g., as a board member), he or she must first notify the University's President.

PROCESS:

Compliance with this policy is the responsibility of employees who seek outside employment. It is strongly recommended that employees inform their departments of outside employment as soon as practicable, as this will help preempt any potential issues regarding conflicts of interest.

When a supervisor has reason to believe an employee's outside employment is in violation of this policy, the supervisor shall consult with the Office of Human Resources.
