

Other Employment Situations: Exempt Staff

A full-time Exempt Staff member who desires to engage in employment activities other than their regular University obligations must make a written request describing the proposed activities. Additional work responsibilities in the primary department of employ are not eligible for additional compensation. This request must have the approval of their Dean or Director, and respective Vice President. Each approved request expires on June 30<sup>th</sup>, and approval must be gained each new fiscal year. Among the possible alternative employment situations for full-time Exempt Staff members would be additional employment or outside employment.

**Additional Employment** refers to any compensated work activities that are:

- a. conducted for a department other than the primary department of employ,
- b. done in addition to the employee's primary appointment or contractual obligations for which the employee receives compensation through institutional payroll,
- c. is performed outside the employee's approved work schedule, and
- d. in no way interferes with the performance of the employee's regular duties.

An exempt staff member must submit a formal request (see "Request for Additional or Outside Employment" form) for additional employment, and the Dean or Director, Human Resources, and respective Vice President must approve the request before the work activities can begin.

**Outside Employment** refers to any compensated work activities in addition to the employee's primary appointment or contractual obligations that:

- a. is performed outside the employee's approved work schedule,
- b. is not performed on campus,
- c. in no way interferes with the performance of the employee's regular duties, and
- d. is not compensated through institutional payroll.

An exempt staff member must submit a formal request (see "Request for Additional or Outside Employment" form) for outside employment, and the Dean or Director, and respective Vice President must approve the request before the work activities can begin. This formal request serves to notify the campus community of possible financial conflicts of interests.

A separate request must be made for each distinct additional or outside employment item. The additional or outside employment shall not interfere with the regular and punctual discharge of the employee's contractual assignments. Approval may be withdrawn at any time if their respective Vice President judges the additional or outside employment to be a significant detriment to the employee's work performance.

Other Employment Situations: Non-Exempt Staff

A full-time Non-Exempt Staff member who desires to engage in employment activities other than their regular University obligations must make a written request describing the proposed activities. Additional work responsibilities in the primary department of employ will be compensated in accordance with the overtime policy. This request must have the approval of their Dean or Director, and respective Vice President. Each approved request expires on June 30<sup>th</sup>, and approval must be gained each new fiscal year. Among the possible alternative employment situations for full-time Non-Exempt Staff members would be additional employment or outside employment.

**Additional Employment** refers to any compensated work activities that are:

- a. conducted for a department other than the primary department of employ,
- b. done in addition to the employee's primary appointment or contractual obligations for which the employee receives compensation through institutional payroll,
- c. is performed outside the employee's approved work schedule, and
- d. in no way interferes with the performance of the employee's regular duties.

Compensation for the additional employment of Non-Exempt Staff members must be paid as an overtime wage at 1 ½ times their regular rate (see "Overtime" section of the policy guide). A Non-Exempt Staff member must submit a formal request (see "Request for Additional or Outside Employment" form) for additional employment, and the Dean or Director, Human Resources, and the respective Vice President must approve the request before the work activities can begin. In addition, Non-Exempt employees are then required to obtain the approval of their supervisor using the Overtime Form prior to work being performed.

**Outside Employment** refers to any compensated work activities in addition to the employee's primary appointment or contractual obligations that:

- a. is performed outside the employee's approved work schedule,
- b. is not performed on campus,
- c. in no way interferes with the performance of the employee's regular duties, and
- d. is not compensated through institutional payroll.

An Non-Exempt Staff member must submit a formal request (see "Request for Additional or Outside Employment" form) for outside employment, and the Dean or Director, and respective Vice President must approve the request before the work activities can begin. This formal request serves to notify the campus community of possible financial conflicts of interests.

A separate request must be made for each distinct additional or outside employment items. The additional or outside employment shall not interfere with the regular and punctual discharge of the employee's contractual assignments. Approval may be withdrawn at any time if their respective Vice President judges the additional or outside employment to be a significant detriment to the employee's work performance.