

**Outside Employment Guidelines**

**for Classified and Administrative and Professional Faculty**

Under State policy, employees are required to obtain approval from their supervisor for outside employment. To protect the University and its employees from actual or perceived conflicts as a result of outside employment, the University has adopted the following guidelines.

* Employees must submit a written request for approval of outside employment, including self-employment, to their supervisors.
* Employees may not engage in outside employment during the hours that they are employed by the University unless annual leave is 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, or is determined to be in violation of University guidelines, state policy or the Virginia Conflict of Interest Act.
* Supervisor approvals are subject to ongoing review for impact on University employment.

**Related Policies:**

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| UMW Employee Handbook for Administrative/Professional Faculty, Classified and Wage Employees (sections onoutside employment and intellectual property): | <http://adminfinance.umw.edu/hr/handbooks/umw-employee-handbook-for-ap-faculty-classified-and-wage-employees-2> |
| DHRM Policy 1.60 (Standards of Conduct):  | <http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol1_60.pdf?sfvrsn=2> |

**Outside Employment Request and Approval**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe outside employment, including employer and expected hours of work (may use attachment):

By my signature, I indicate that I understand the Outside Employment Guidelines.

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Employee Signature and date Supervisor name, signature and date

** Request Approved**

**A copy of this form must be maintained in the supervisor’s file for this employee and updated as needed.**