



## Policy and Procedures Manual

### Application: All Full-Time Personnel

### Section A3.9 Outside Employment

#### A 3.9 OUTSIDE EMPLOYMENT

A person who accepts full-time employment at East Central University assumes a primary professional obligation to the University. Any other employment or enterprise in which an employee engages for income must be understood to be definitely secondary to his/her University work. Employees may not re-arrange work schedules to accommodate outside employment.

Working outside the University's assigned and authorized employment will not be permitted when the working hours of such employment are contemporaneous with the employee's regular hours at the University without approved leave that is either leave without pay or accrued annual leave.

Outside employment must not be a conflict of interest or have the perception of being a conflict of interest with his/her University work. If outside employment becomes a problem for the employee to perform his/her University work in a satisfactory manner, the employee will be asked to take corrective action, not to exclude the termination of outside employment. Any employee working outside the University on a regular basis should advise his/her immediate supervisor.

#### A 6.6 CONFLICT OF INTEREST

An employee has an obligation and responsibility to report to his/her supervisor any outside business or financial activity which is or may be in conflict with the interests of the University or which interferes with the performance of his/her duties. Violations of this policy will be considered grounds for disciplinary action, including termination.