

ARKANSAS TECH UNIVERSITY

BOARD POLICY

Policy Number: 310

Subject: External Employment Policy

Date Adopted: August 2018

Revised: _____

External employment is defined as any paid activity for any non-university entity or person, whether or not such work is performed on campus, and also includes self-employment such as, but not necessarily limited to, consulting, advising, workshops, seminars, conferences, or similar work performed in addition to the official responsibilities of a full-time employee.

Arkansas Tech University employees are expected to fulfill their duties and responsibilities assigned to their particular position or job. External employment should not interfere with university employment. External employment must not create or result in a conflict of interest.

External employment is subject to the following expectations:

1. To avoid any conflict of interest, notification of external employment must be provided to the appropriate Vice President or Athletic Director.
2. The external employment may not interfere with the obligations of the employee to the university or create any conflicts of interest;
3. For employees who accrue annual leave, annual leave must be taken if the external employment would overlap with regularly scheduled work hours of the employee;
4. As a general rule, university resources (including facilities, supplies, and equipment) shall not be used for personal gain. However, in certain projects which accrue to the mutual benefit of the university and the individual faculty member, a Memorandum of Understanding for reimbursement to the university may be entered into in order to provide access to university resources.
5. Employees performing external employment are solely responsible for work performed in the course of external employment, and the university is not responsible for such work;
6. All external work is performed in the employee's individual capacity;
7. Employees engaged in external employment do not officially represent the university, will not receive legal representation from the university, and are not an agent of the university when acting in that capacity; and
8. The view, thoughts, and expressions of the employee during the external employment do not represent the views or position of the university.