

Policy: Outside Employment & Activities	Policy No: I-I.8
Policy Owner(s): Human Resources	Original Date: 1/1/2003
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- I. **POLICY:** This policy governs the conditions under which outside employment and activities are permissible while an employee of the University.
- II. **PURPOSE:** To ensure no conflict of commitment or conflict of interest exist in relation to outside employment and activities held by employees.
- III. **SCOPE:** All employees of John Carroll University.
- IV. **DEFINITIONS:**
Outside Employment & Activities: Employment or activities by an employee that are not related or necessary for the University position or job-related development.
- V. **PROCEDURES:**
 - A. The University recognizes and supports employees’ involvement with their families, outside activities in their communities, educational pursuits, and recreation. However, employees should manage their time so that such activities do not interfere with their University work performance.
 - B. Employees may be employed or engaged in activities outside of the University as long as the employee adheres to the following requirements. Outside employment/activities shall not:
 - Coincide or conflict with hours of scheduled work at the University, including any required overtime;
 - 1. Conflict with job responsibilities or affect the employee’s ability to perform satisfactorily at the University;
 - 2. Cause an employee to arrive late for, or leave early from, any scheduled shift or work hours in their University job;
 - 3. Constitute a conflict of interest that is unable to be appropriately managed via the University’s Conflict of Interest Policy.

4. Involve soliciting or conducting outside work during working hours except for faculty members as permitted in the Faculty Handbook.

C. Additional Guidelines:

1. An employee may perform outside employment while on vacation, holiday or special leave as long as the outside employment does not constitute a conflict of commitment under this policy or a conflict of interest under the University Conflict of Interest Policy.
2. Employees who have accepted outside employment may not use paid sick leave to perform the outside job/activity.
3. Outside employment/activities will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early or refusal to perform assigned job responsibilities.
4. If outside work activity causes or contributes to performance issues, the employee will be asked to discontinue the outside employment. The employee may be subject to the normal corrective action procedures for dealing with the resulting performance issue(s).
5. For full-time employees, no other full-time outside employment is permitted while employed at the University.
6. Any outside employment/activities (including educational pursuits) in excess of or in violation of the restrictions in this policy must be authorized in writing by the employee's supervisor, department head and Human Resources.

VI. **CROSS REFERENCE**: Conflict of Interest Policy, Sick Time/Leave, Faculty Handbook, Policy on Professional Activities during Academic Year.