



**The College at Brockport
State University of New York**

Category:

Office of Human Resources

Responsible Office:

Human Resources

Policy Title:

Outside Employment Policy

Policy:

1. Each employee should be aware of the policy with respect to non-College employment during the term of one's professional obligation to the College.
2. Article XI (Appointment of Employees), Title H (Appointment Year) of the Policies of the Board of Trustees of the State University of New York provides specifically with respect to non-University employment that "No employee may engage in other employment which interferes with the performance of the employee's professional obligation." Conflicts of interest as well as time are implied in this prohibition.
3. The President of the College makes the determination of the professional obligation of the academic and other professional employees of the College.
4. In no case may a full-time professional employee of the College hold another full-time position of employment. No faculty member may be given or retain continuing appointment at the College if that faculty member holds tenure at another institution unless a special, written exception is granted by the President of the College.

Procedure:

Requests for outside employment must be made in writing using the Outside Employment Proposal Form. This form should include justification for the outside employment, proposed effective dates of the employment, and a detailed description of the employment. The form should be routed through the employee's administrative chain of command, including the chief administrative officer, for review and approval. A copy of the form should be routed to the Office of Human Resources to be placed in the employee's personnel file. Denied requests should be returned to the employee at the level the outside employment proposal form was denied.