

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Human Resources Policy E-6
Outside Employment

SUBJECT: Outside Employment

PURPOSE: To provide a standard procedure whereby any employee that engages in outside employment must be in compliance with the guidelines set forth in the *Texas State University System Rules and Regulations* Chapter V, 4.83 and 5.4.

POLICY: It is the policy of Sam Houston State University to be in compliance with the guidelines set forth in the *Texas State University System Rules and Regulations* Chapter V, 4.83 and 5.4, to have any fulltime employee that engages in outside employment complete a Request for Approval for Outside Employment Form.

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1. Outside Employment Definition

Any employee that engages in outside employment must be in compliance with the guidelines set forth in the *Texas State University System Rules and Regulations* Chapter V, 4.83 and 5.4.

2. Delegation of Authority for Approval

The President delegates authority to the Vice President of each division to approve and maintain records of outside employment on a fiscal year annual basis.

3. Employees Responsibility

It is the responsibility of all fulltime employees to complete an Outside Employment Form and seek approval for any outside employment change occurring during the academic year.

4. Request for Approval for Outside Employment Form

The form to seek permission for outside employment is located on the SHSU web site on the Policies and Procedures page under the category of forms. Link to this location is:

<http://www.shsu.edu/intranet/policies/forms/documents/hr/OutsideEmploymentForm.pdf>

Reviewed by: David M. Hammonds, Associate VP for Human Resources & Risk Management-03/29/2013
Approved by: President's Cabinet - November 2011
Next review: 04/01/2020