



Outside Employment Guidelines for Classified Staff and Administrative and Professional Faculty

Under Mason policy, classified and administrative and professional faculty are required to obtain approval from their supervisor prior to engaging in any outside employment. To protect the University and its employees from actual or perceived conflicts of interest as a result of outside employment, the University has adopted the following guidelines.

- Employees must submit an “Outside Employment Request and Approval” form to their supervisors.
- Employees may not engage in outside employment during the hours that they are employed by the University unless appropriate leave is approved and taken during these periods of time.
- University resources may not be used to perform outside employment.
- An employee may be disciplined for outside employment that is not approved, occurs during work hours without use of appropriate leave, or is determined to be in violation of University guidelines, state policy or the Virginia Conflict of Interest Act.
- Supervisor approvals of outside employment may not exceed a duration of twelve months, and are thereafter subject to ongoing review minimally annually for impact on University employment in the event of any substantive change in the outside employment agreement.

Related Policies:

Administrative/Professional Faculty Handbook <http://hr.gmu.edu/policy/AdmHandbook.Final1-1-07.pdf>

Conflict of Commitment http://research.gmu.edu/docs/Conflict_of_Commitment.pdf

Conflict of Interests Policy <http://universitypolicy.gmu.edu/4001res.html>

DHRM Policy 1.60 (Standards of Conduct) http://www.dhrm.virginia.gov/hrpolicy/web/pol1_60.pdf

Faculty Handbook http://www.gmu.edu/resources/facstaff/handbook/GMU_FACULTY_HANDBOOK_1-1-2009.pdf

Outside Employment Policy <http://universitypolicy.gmu.edu/2227adm.html>

Supplemental Pay Policy

VA Conflict of Interest Act <http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+TOC0202000003100000000000>

Note: The Outside Employment Request and Approval form may be used when seeking approval for employment within the University outside of current employment duties and responsibilities.

Outside Employment Request and Approval

 Employee Name University Department Outside Employer

Describe outside employment duties and responsibilities: _____

Fill in your outside employment schedule and the number of hours you will be working with your second employer below. If additional space is needed, then attach the information to this form.

NUMBER OF HOURS OF OUTSIDE EMPLOYMENT								
Scheduled Hours	SUN	MON	TUES	WEDS	THURS	FRI	SAT	TOTAL
ESTIMATED HOURS								

By my signature, I indicate that I have read and understand the Outside Employment Guidelines and Policies.

 Employee Signature and Date Supervisor name, Signature and Date

Executive Council Member's Signature and Date (if required) _____

REQUEST APPROVED EFFECTIVE _____

A copy of this form must be maintained in the supervisor's file and Human Resources and Payroll personnel file for this employee.