



## **Policy# 53028**

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### **OUTSIDE/DUAL EMPLOYMENT OF UNIVERSITY EMPLOYEES**

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**Original Effective Date: March 20, 1995**

**Revised Date: May 27, 2021**

**Responsible Office: Human Resources**

**Division: Operations**

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#### **I. PURPOSE/OBJECTIVE**

To establish guidelines to ensure University compliance with Louisiana Revised Statute 42:1101 and University of Louisiana System Policy FS-III.VII.-1 for outside employment and Louisiana Revised Statute 42:61 concerning dual employment. Further, to ensure University compliance with the provisions of the Louisiana Code of Governmental Ethics.

#### **II. STATEMENT OF POLICY**

Grambling State University recognizes that certain outside employment activities are of benefit to the institution, to the private sector, and to individual employees. Although the University recognizes the right of employees to engage in outside employment, employees have the following obligations to the University:

- A. All employees of the university including, faculty, other academic personnel, classified and unclassified employees, and temporary full-time employees are required to abide by the policies established by the University, the University of Louisiana System, and State of Louisiana.
- B. A university employee is considered to have outside/dual employment when he/she has external activities either paid or unpaid including self-employment such as consulting. Outside employment does not include grants or contracts or extra services appointments held officially through the University.
- C. Outside employment should not conflict, delay, or in any manner interfere with the employee's University role.
- D. A university employee should obtain written approval for outside/dual employment from his/her Department Head or Dean prior to beginning the employment. Department Heads or Deans should determine that the outside/dual employment in no way interferes with the employee's university role. Should the Department Head or Dean determine that the outside/dual employment does present a conflict with the employee's University role, the situation should be referred to the appropriate Vice President for further consideration.

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- E. University employees with outside employment should clearly represent to their employer that he/she acts in an individual independent capacity and in no way represents the University. In no case may an employee use the name of the University, University logo, or his/her university affiliation, title, or address officially or in any other way in support of any position he/she may take.
- F. No university personnel, laboratories, services, or equipment may be used without prior administrative authorization in connection with outside/dual employment of university employees.

**III. REPORTING REQUIREMENTS**

- A. Annually, all University employees must complete the Disclosure of Outside/Dual Employment form indicating whether he/she has external activities.
- B. If the university employee has external activities, their Department Head or Dean as well as the appropriate Vice President must approve the activity by signing the Disclosure form.
- C. Should a university employee consider outside/dual employment during the year, the employee is required to complete the Disclosure of Outside/Dual Employment form at that time.
- D. Finally, the university President or designated administrative officer shall prepare and maintain an information report listing all outside/dual employment with approvals by him/her that are currently in place under the policy and any other details which may be requested.

**IV. NON-COMPLIANCE SANCTIONS**

It is the individual responsibility of each University employee to annually complete the Disclosure of Outside/Dual Employment form. Failure to comply may result in disciplinary actions.