



Policy Number: IV29  
Policy Level: Operating Policy  
Originally Issued: July 29, 2024  
Revised: January 13, 2025  
Policy Owner: President  
Policy Implementation: Vice Presidents/CHRO

## SECONDARY EMPLOYMENT

### I. Policy Statement and Purpose

The University strives to maintain conditions that support each employee's ability to fulfill their duties in working towards the common purpose of achieving the University's mission.

Accordingly, employees of the University have a clear obligation to promote the best interests of the University in a manner consistent with the University's mission, goals and values. As such, University employees should not engage in outside work activities that either do not allow them to effectively perform their university responsibilities, or that undermine or conflict with university programs and activities.

### II. Definitions

For the purposes of this policy, the following definitions apply:

**Conflict of Commitment** – either: (a) an outside/external interest or commitment of time, work, or energy of a University employee that has had or is likely to have a direct or significant negative impact upon the employee's ability to perform his/her University duties and responsibilities; or (b) an outside/external interest or commitment of a university employee that could reasonably be seen as being directly or significantly in competition, in conflict, or at cross-purposes with the success of any program or activity of the University.

**Secondary Employment** – work performed by a university employee for another individual, organization, or institution of higher education, whether directly or indirectly, in exchange for remuneration, whether as an employee or as an independent contractor. This includes but is not limited to consulting, advising, testing or assaying, performing analyses or examinations, the practice of the employee's profession, or similar work.

### III. Secondary Employment – Full-Time Employees

A full-time University employee's primary work focus should be on his or her university employment, on achieving the University's mission and goals, and on accomplishing the duties and responsibilities of the employee's University position.

The University recognizes that such employees may wish to engage in work or service outside their employment responsibilities at the University. Full-time University employees may engage in Secondary Employment, so long as it does not result in a conflict of commitment, or otherwise interfere, undermine, or conflict with the employee's position and work at the University.



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Consequently, *before* accepting any Secondary Employment (or performing any work relating to a Secondary Employment):

(a) for or relating to any public or private college or university, or for a vendor or contractor thereof; or

(b) relating to the same or substantially similar type of duties performed by the employee for the University,

a full-time University employee must first complete the [Notification of Secondary Employment](#) form, submit to his/her supervisor for review and approval, and receive the University's approval with respect to the same.

The purpose of the approval procedure is to determine that the secondary employment does not create a conflict of commitment and does not otherwise have an adverse effect on the employee's primary employment at the University. Final approval of secondary employment is at the sole discretion of the University.

Secondary employment is not approved until the employee receives the approval form with all required signatures. All *Notification of Secondary Employment* forms (approved or denied) are a part of the employee's personnel file in the Office of Human Resources.

*Notification of Secondary Employment* forms must be completed annually (by April 15<sup>th</sup> for the upcoming academic year) by all full-time University employees (and then also at any point before engaging in Secondary Employment while employed as a full-time University employee). A previously approved secondary employment may be rejected if, at any time, the supervisor becomes aware that the employee's secondary employment is creating a conflict of commitment with university operations.

The University notes that Alabama's ethics laws may also impact other employment and work undertaken by public employees and officials, and all employees should follow those laws.

#### IV. Timeline for Approval

Notification of Secondary Employment Form submitted	April 15 <sup>th</sup>
Supervisor Approval by	May 1 <sup>st</sup>
VP Approval by	May 15 <sup>th</sup>
Employee Notification by	June 1 <sup>st</sup>



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## **V. Violations**

University employees who violate this policy may be subject to discipline by the University, up to and including termination.

## **VI. Peer Review Panel**

The Peer Review Panel will be appointed by the President from nominations solicited from the Faculty and Staff Senates. The membership will consist of full-time employees and will include one (1) faculty member from each College; one (1) representative from the Library; and three (3) staff members. The Peer Review Panel will be appointed to serve a three-year term.

In the event Secondary Employment is not approved by the Supervisor/Dean or Vice President, an employee may request a review by the Peer Review Panel.

Peer review is not automatic and must be initiated by the employee, within 3 business days from employee notification. This should be a written request that includes a copy of the denied Secondary Employment Form and a maximum one-page rationale to the President's Office. The Peer Review Panel will convene, within 5 business days from the written request, to review, discuss, and recommend to the President.

Upon consideration of the Peer Review Panel's recommendation, the President will render a final decision.

## **VII. Responsibility for this Operating Policy**

### **Policy Owner**

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the President will be the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every two years or more frequently as needed by the Policy Owner. Revisions will be reviewed/affirmed by the Cabinet and approved by the University President. This policy will be updated/published in the University's Policy Library.



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**Responsibility for Policy Implementation**

The President has assigned the responsibility of implementing this policy to the Vice Presidents and the Chief Human Resources Officer.