

Procedures for Outside Employment #1049

The University of Nebraska Board of Regents has declared in Board of Regents' Policy 3.4.5:

Staff members employed on a part-time basis by the University, such as practicing lawyers or physicians, may engage in outside employment or activities unless it is expressly stipulated to the contrary in the conditions of employment.

" Staff members, other than those covered by the preceding paragraph, employed by the University shall be encouraged to engage in professional activities outside the University as a means of broadening their experience and keeping them abreast of the latest developments in their specialized fields; provided such activities do not interfere with their regular duties at the University, or represent a conflict of interest. Staff members may accept temporary or occasional employment for such professional services when such employment is recommended by the Dean of the college or director of the division involved and approved by the Chancellor"

<http://nebraska.edu/docs/board/bylaws.pdf>

Outside Professional Activity/Employment

Vice Chancellors, Deans, Directors, and Department chairs have primary responsibility for reviewing the specific nature of each proposed outside professional activity within their respective areas of responsibility. They may deny approval for such activity which would interfere with the normal UNMC duties or which would represent a conflict of interest.

Guidelines

Section 3.4.5 of the Board of Regents Bylaws (above) applies to members of the professional staff (academic/administrative and managerial/professional).

Regental approval is required for outside professional activity for which a staff member accepts retainer fees or other remuneration on a permanent or yearly basis as a professional consultant.

Regental approval is required for outside professional activity requiring more than an average of two days per month during the period of the staff member's full-time employment.

Regental approval is required for outside professional activity involving the charging of fees for work performed in UNMC buildings with UNMC equipment and materials.

Regental approval is required for outside professional activity for which remuneration is received for services provided to departments or agencies of state government.

Regent bylaws do not require approval for each separate client or patient. It is sufficient that the nature of the outside professional activity be described.

Activities for a professional organization with which a staff member is associated do not constitute the type of professional activity coming within the scope of section 3.4.5 of the

bylaws, unless a professional service is provided to the organization for which the staff member is paid a professional fee which is commensurate with the actual value of the professional service provided.

All outside professional activity must be approved in advance. The maximum period of approval is one fiscal year; a new approval must be requested if the activity continues into a subsequent fiscal year.

Professional staff (academic/administrative and managerial/professional) will complete the "Outside Employment" form and submit it to his/her director supervisor. The form is located at:

<http://www.unmc.edu/media/compliance/outsideactivityform.pdf>

Outside non-professional employment/activity

All UNMC employees may engage in outside employment or acquire a private interest in a business. Employees will keep their supervisors informed on a continuing basis on any activities outside of their department which may represent a potential conflict of interest or interfere with their UNMC employment.

An employee's supervisor may legitimately tell an employee that their outside employment is interfering with the UNMC employment in terms of job performance and that this poor performance is a cause for action under the UNMC Performance Management (#1098) policy.

The Outside Employment policy is not intended to restrict an employee's personal rights, but is intended to ensure that outside employment is not in conflict with UNMC employment.