



UPPER IOWA UNIVERSITY

Established in 1857®

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 by the University.

POLICY: It is the policy of Upper Iowa University to be in compliance with the guidelines set forth by the University to have any fulltime employee that engages in outside employment complete a Request for Approval for Outside Employment Form.

CONTENTS: 1. Outside Employment Definition
2. Delegation of Authority for Approval
3. Employees Responsibility
4. Request for Approval for Outside Employment Form

1. Outside Employment Definition

Any employee that engages in outside employment must be in compliance with the guidelines set forth by Upper Iowa University.

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 full-time employees to complete an Outside Employment Form and seek approval for any outside employment change occurring during the academic year.

Upper Iowa University employees must carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems at Upper Iowa University, the employee will be asked to discontinue the outside employment, and the employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s).

4. Request for Approval for Outside Employment Form

The form to seek permission for outside employment is located on the UIU web site on the Human Resources Tab under Forms.

