

**SRSU Policy: Outside Employment**  
**SRSU Policy ID: APM 5.24**  
**Policy Reviewed by: Director of Human Resources**  
**Approval Authority: Vice President for Finance and Operations**  
**Approval Date: July 27, 2017**  
**Next Review Date: July 27, 2022**

A. PURPOSE

To provide a standard procedure whereby any employee that engages in outside employment must be in compliance with the guidelines set forth in the *Texas State University System Rules and Regulations* Chapter V, 4.83 and 5.4.

B. POLICY

Sul Ross State University must be in compliance with the guidelines set forth in the *Texas State University System Rules and Regulations* Chapter V, 4.83 and 5.4, which requires that any fulltime employee that engages in outside employment must complete a 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 in the *Texas State University System Rules and Regulations* Chapter V, 4.83 and 5.4.

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

4. Request for Approval for Outside Employment Form

The form to seek permission for outside employment is located on the Human Resources forms web site.

Form: Attachment A

# SUL ROSS STATE UNIVERSITY

## ANNUAL REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT

Name \_\_\_\_\_ Department \_\_\_\_\_

Date of Outside Employment: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Nature of Outside Employment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

During the time of outside employment, what is the average number of hours per week that you will be involved in this outside employment? \_\_\_\_\_

When will this outside work be done? (e.g. weekends, evenings, etc.) \_\_\_\_\_

IF NECESSARY, ATTACH AN ADDITIONAL SHEET DESCRIBING EMPLOYMENT.

I certify that the outside employment described in this request is in full compliance with the guidelines outlined in the Rules and Regulations of the Texas State University System, Chapter V, Paragraph 4.83 and 5.4.

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Department Head Date

Approval Recommended \_\_\_\_\_ Disapproval Recommended \_\_\_\_\_

\_\_\_\_\_  
Division Head Date

Approval Recommended \_\_\_\_\_ Disapproval Recommended \_\_\_\_\_

\_\_\_\_\_  
Vice President Date

Approval Recommended \_\_\_\_\_ Disapproval Recommended \_\_\_\_\_

**Attachment A**