


**3361:30-21-03          Employment: collateral employment policy for all employees (excluding faculty and librarians).**

The following rule applies to all employees, excluding faculty and librarians.

- (A) “Collateral employment” means any effort, whether within the university or with an external entity, including consulting work, that is in addition to an employee’s existing UC employment responsibilities.
- (B) A university employee may engage in collateral employment only during the time the employee is not scheduled for work at the university and provided that the president (if the employee reports to the president), or the appropriate vice president or the vice president’s designee approves such collateral employment and agrees that the collateral employment:
  - (1) Does not interfere with nor is inconsistent with the performance of the individual’s university duties; and
  - (2) Does not raise questions of conflict of interest in connection with other interests or work with which the individual, or the university is involved.
- (C) It is the employee's responsibility to seek and secure approval before engaging in collateral employment. Employees shall secure approval for all collateral employment utilizing on the university’s outside activity report system, and shall include all collateral employment on the employee’s annual outside activity report form as required by rule 3361: 30-21-01 of the Administrative Code.

Vice presidents who wish to engage in collateral employment, shall inform the president and secure the president's approval for any such activities. The president shall secure board approval of any such association that he/she may regard as desirable for himself/herself or for the university.
- (D) Subject to the terms of any applicable collective bargaining agreement, employees may be called at any time to perform their normal university duties and can be assigned to any shift on a temporary or permanent basis. Employees will be expected to report, if needed, whether or not they engage in collateral employment.

Effective: April 13, 2012

Certification:   
Susan M. Stringer  
Executive Assistant to the Board of Trustees and  
Senior Vice President for Administration and Finance

Date: March 29, 2012

Promulgated under:	R.C. Section 111.15
Rules amplifies:	R.C. 3361.03; R.C. 102.03; R.C. 102.04; R.C. 2921.42; R.C. 2921.43.
Prior effective dates:	June 18, 1979 May 24, 1980 October 20, 1999 July 13, 2007