

Outside Employment

From University of Nebraska Medical Center

Human Resources	Safety/Security	Research Compliance	Compliance	Privacy/Information Security	Business Operations	Intellectual Property
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Employee Leave | Drug Free Campus | Employment | Work Schedules | Employee Separation | Compensation Administration | Dress Code | Background Check | Recurring/Additional Payment | Employee Grievance Process | Reduction-in-Force | **Outside Employment** | Political Activities | Employee/Dependent Scholarship | Employee Recognition and Reward | Performance Evaluation | Corrective/Disciplinary Action | Non-Discrimination and Harassment | Tobacco-Free Campus | Nepotism | Flu Season | Consensual Relationships | AIDS, HIV, and Other Bloodborne Pathogens | Personnel Action Documentation | Fitness for Duty | Sexual Misconduct

Policy No.: 1049

Effective Date: 11/01/06

Revised Date: 10/25/12

Reviewed Date: 10/25/12

Outside Employment Policy

Basis for Policy

The University of Nebraska Board of Regents Policies (http://www.nebraska.edu/board/board_policies.shtml) (pages RP-60-62) and the University of Nebraska Board of Regents Bylaws 3.4.5 (<http://www.nebraska.edu/bylaws-and-policies.html>), state (in part):

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 employed by the University, other than those covered by the preceding paragraph, 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.

Policy

1. The University of Nebraska Medical Center (UNMC) declares and affirms a policy that encourages employees to engage in professional activities outside UNMC as a means of broadening their experience and keeping them abreast of the latest developments in their specialized fields. Employees may be employed by other external organizations or at other institutions provided such

activities do not interfere with their regular duties at UNMC or create a conflict of interest (see UNMC Policy No. 8010, Conflict of Interest).

2. UNMC must be considered the employee's primary employer. While the Outside Employment policy is not intended to restrict an employee's personal rights, UNMC employment will take precedence in all matters involving work issues. Outside employment will not be considered a valid reason for absenteeism, tardiness, or poor job performance.
3. Full-time Academic and Administrative and Managerial Professional Staff shall complete an Application for Authorization to Engage in Outside Professional Activity form prior to engaging in outside professional employment. Part-time Academic and Administrative and Managerial Staff are not required to complete the form. The electronic Application for Authorization to Engage in Outside Professional Activity is available on COI-Smart which may be accessed under COI in the RSS - Research Support System (RSS) at <https://unmc.coi-smart.com/>.
4. The Application shall be reviewed by supervisory personnel. 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 any activity that would interfere with normal UNMC duties.
5. Applications shall be forwarded electronically to the Vice Chancellor for Academic Affairs Compliance Department for final campus review as delegated by the Chancellor/Vice Chancellor. Applications requiring Board of Regents approval will be forwarded to Central Administration.
6. Once final approval has been received, the Vice Chancellor for Academic Affairs Compliance Department shall retain the original form and provide copies to the appropriate dean/director, department head, and the applicant.

Additional Information

Contact the Compliance Department at 559-3784.
UNMC Policy No. 8010, Conflict of Interest
<https://unmc.coi-smart.com/>.

This page maintained by dkp (<mailto:dpanowic@unmc.edu>).

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- This page was last modified on August 20, 2015, at 14:36.

**Questionnaire: Application for Authorization to Engage in Outside Professional Activity
(Transactional)**

1. Outside Professional Activity

Do you have a proposed outside activity (e.g. consulting, research, teaching, etc.)?

Group 1

Answer Type: *Radio Buttons*

Roles: *Outside Professional Activity*

- Yes
- No

Group 2

Linked To: Group 1 - Yes

Answer Type: *List*

Roles: *Outside Professional Activity*

Please select the name of the company/organization you will be engaging with in this outside activity

Select from 'Sponsors' List

Group 3

Linked To: Group 1 - Yes

Answer Type: *Check Box*

Roles: *Outside Professional Activity*

Nature of the Activity (Check all that apply):

- Consulting
- Advisory Board
- Speakers Bureau
- Employee
- Speaking/Teaching
- Training/Education
- Investment Company Advisor
- Paid Authorship
- Scientific Review Committee
- Other

Group 4

Linked To: Group 1 - Yes
Answer Type: *Text*
Roles: *Outside Professional Activity*

Enter Beginning Date: (MM/DD/YYYY)

Note: Periods lasting more than 2 years require Board of Regents approval. Periods less than 2 years can be renewed for consecutive periods without Board of Regents approval.

Answer goes here

Group 5

Linked To: Group 1 - Yes
Answer Type: *Text*
Roles: *Outside Professional Activity*

Enter End Date: (MM/DD/YYYY)

Answer goes here

Group 6

Linked To: Group 1 - Yes
Answer Type: *Text Area*
Roles: *Outside Professional Activity*

Frequency, Length, Period or Term for each Activity with this Organization: (example speaking once a month for 6 months and two advisory board meetings per year for two years)

Answer goes here

Group 7

Linked To: Group 1 - Yes
Answer Type: *Radio Buttons*
Roles: *Outside Professional Activity*

What is the maximum amount of payment you anticipate receiving during this period (include salary, honoraria, fees, travel expenses paid and/or reimbursed, etc.)

- Less than \$5,000
- \$5,000 - \$9,999
- \$10,000 - \$19,999
- \$20,000 - \$49,999
- \$50,000 - \$100,000
- Greater than \$100,000

Group 8

Linked To: Group 1 - Yes
Answer Type: *Radio Buttons*
Roles: *Outside Professional Activity*

Will this outside professional activity, combined with all other previously approved professional activity, prevent you from performing your regular duties at the University by totaling more than an average of two work days per month

If your answer is 'Yes' Board of Regents approval is required before engaging in this activity unless, with the approval of your Dean, you either (1) reduce your FTE (and accordingly your University salary and fringe benefits) to reflect the time reduction in your regular duties or (2) you arrange to have the company or institution reimburse the University directly for the salary and fringe benefits associated with the time reduction in your regular duties.

- Yes
- No

Group 9

Linked To: Group 9 - *Reduce my FTE*
Answer Type: *Radio Buttons*
Roles: *Outside Professional Activity*

I intend to

- Reduce my FTE
- Arrange for reimbursement to the University
- Seek Board of Regents approval

Group 10

Linked To: Group 1 - Yes
Answer Type: *Radio Buttons*
Roles: *Outside Professional Activity*

Will your outside activity be performed ON the premises of the University and/or use University equipment or materials

Incidental use of the office space, phone, or computers supplied to you by the University as part of your normal functions as a faculty member is not regarded as the use of University premises or equipment. University premises do not include land or buildings leased by the University to private companies exclusively for their use, such as in a technology park.

- Yes
- No

Group 11

Linked To: Group 11 - *User Input*
Answer Type: *Text Area*
Roles: *Outside Professional Activity*

To what extent will the University be reimbursed for any costs borne by the University associated with your use of University premises, equipment, or materials

Answer goes here

Group 12

Linked To: Group 1 - Yes

Answer Type: *Radio Buttons*

Roles: *Outside Professional Activity*

Do you participate in any University of Nebraska research sponsored by this entity

- Yes
- No

Group 13

Linked To: Group 13 - Yes

Answer Type: *Radio Buttons*

Roles: *Outside Professional Activity*

Does this research involve Human Subjects

- Yes
- No

Group 14

Linked To: Group 13 - Yes

Answer Type: *Radio Buttons*

Roles: *Outside Professional Activity*

Does this research involve Animals Subjects

- Yes
- No

Group 15

Linked To: Group 1 - Yes

Answer Type: *Radio Buttons*

Roles: *Outside Professional Activity*

Please attach a copy of the agreement or contract for this activity if there is one.

- I am attaching herewith
- I will send under separate cover

None exists

Group 16

Linked To: Group 1 - Yes

Answer Type: *Radio Buttons*

Roles: *Outside Professional Activity*

Have you completed and included this activity on the Annual Disclosure of Financial Interest

If no, after Saving and Submitting this application, click on My Questionnaires and complete or update the Annual Disclosure of Financial Interest Questionnaire.

Should you have any questions or require assistance, please contact the Compliance Office at 402-559-3784 or email sara.ward@unmc.edu

- Yes
- No