



**OFFICE OF THE DIRECTOR OF POLICE
THE UNIVERSITY OF TEXAS SYSTEM
POLICY AND PROCEDURE MANUAL**



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| Subject Secondary Employment – Civilian Personnel | | Policy Number 404 | |
| Effective Date 10/28/11 | Revision Date | Reevaluation Date Annually | Number of Pages |
| Reference Standards TPCA: 4.05.1 CALEA: 22.3.4, 22.3.5 IACLEA: 22.3.5 | | Rescinds or Amends Policy Number B-18 | |

I. PURPOSE

This policy provides the terms and conditions under which civilian employees may be concurrently employed by both The University of Texas System and an outside employer.

II. POLICY

The primary responsibility of an employee is the accomplishment of all duties and responsibilities assigned to his or her position. Outside employment must be compatible with the interests of the Agency and must not detract from the performance of the employee. Outside employment that interferes with the employee’s duties and responsibilities will not be authorized.

III. DEFINITIONS

Outside Employment – Employment not directly related to The University of Texas System that is accomplished while off duty from an employee’s position with The University of Texas System and for which the employee is compensated. This includes but is not limited to self-employment, as well as employment by another state institution or agency other than an institution of The University of Texas System or by any government agency.

IV. PROCEDURES

- A. An employee may not be employed in any outside work or activity or receive from an outside source a regular retainer fee or salary until a description of the nature and extent of the employment has been submitted in writing to and approved by the employee’s Chief of Police.

- B. An employee may, at the discretion of the employee's Chief of Police, be employed by an outside employer subject to these terms and conditions:
 - 1. The outside employment must not create or result in a conflict of interest or even the appearance of a conflict of interest and must conform to state laws governing the conduct of state employees, including ethics standards and provisions prohibiting conflicts of interest and use of state resources, including state time, equipment, and employees; and
 - 2. The official relationship of the employee to The University of Texas System cannot be used in connection with the outside employment, including the use of letterhead stationery or a business address.
- C. An employee who is contemplating concurrent outside employment must complete a "Request for Outside Employment" form and submit it to the Chief of Police.
- D. The Chief of Police may approve an employee's outside employment after he/she determines that the proposed outside employment would not violate this policy.
- E. The Chief of Police must deny the secondary employment request if that request would, or is likely to, violate this written directive.
- F. The Chief of Police will note the decision to permit or deny an employee's request and provide the rationale for the decision on the request.
- G. The Chief of Police shall provide a copy of the request to the employee and place a copy into the employee's personnel file.
- H. The Chief of Police or a designee shall serve as the department's point of coordination and administration to oversee adherence to the processes outlined in this policy.



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