



UT System Administration Policy Library -- Policy INT129  
**OUTSIDE EMPLOYMENT**

Responsible Officer: Associate Vice Chancellor for Employee Benefits and Services  
Sponsoring Office: Office of Employee Services  
Effective Date: February 1, 2006  
Last Reviewed: August 27, 2009  
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Errors or changes to: [policyoffice@utsystem.edu](mailto:policyoffice@utsystem.edu)

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## **CONTENTS**

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**Policy Statement**

**Rationale**

**Scope**

**Website Address for This Policy**

**Related Policies, Statutes, Requirements or Standards**

**Contacts**

**Definitions**

**Procedures**

**Responsibilities**

**Appendix**

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## **POLICY STATEMENT**

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The primary responsibility of an employee of The University of Texas System is the accomplishment of all duties and responsibilities assigned to his or her position. Outside employment must be compatible with the interests of The University of Texas System 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.

An employee of The University of Texas System 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 department head.

An employee of The University of Texas System may, at the discretion of the employee's department head, be employed by an outside employer subject to the following terms and conditions:

- 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
- 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.

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## **RATIONALE**

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

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## **SCOPE**

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All Offices of UT System Administration

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## **WEBSITE ADDRESS FOR THIS POLICY**

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<http://www.utsystem.edu/policy/policies/int129.html>

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## RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

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UT System Administration Policies & Standards	Other Statutes, Policies & Standards
<ul style="list-style-type: none"><li>• <a href="#">The University of Texas System Regents' Rules and Regulations, Rule 30103</a></li><li>• <a href="#">INT123, Grievance</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Texas Government Code , Chapter 572</a></li><li>• <a href="#">Texas Attorney General Opinion No. JM-93 (1983)</a></li><li>• <a href="#">Texas Attorney General Letter Opinion No. 96-109 (1996)</a></li></ul>

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## CONTACTS

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If you have any questions about UT System Administration Policy INT 129, *Outside Employment*, contact the following offices:

Subject	Office Name	Telephone Number	Email/URL
Human Resources/ Employee Benefits	Office of Employee Services	512-499-4587	<a href="mailto:esc@utsystem.edu">esc@utsystem.edu</a>

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## DEFINITIONS

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### **Compensation**

Value that is given, or may reasonably be expected to be given, in consideration for services performed, including remuneration on a salaried, hourly, or piece-rate basis.

### **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 for which the employee is compensated.
- Includes employment by another state institution or agency other than an institution of The University of Texas System, or by a federal agency.
- Includes self-employment.

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## RESPONSIBILITIES

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### **Employee**

- Completes a "Request for Outside Employment" form and submits it to the department head.

### **Department head**

- Determines whether the contemplated outside employment would violate any of the provisions of this policy.
- Approves or declines the employee's request for approval of outside employment. Notes this decision, and the rationale for the decision, on the "Request for Outside Employment" form. Provides a copy to the employee requesting the approval and forwards the original to the Office of Employee Services for inclusion in the employee's personnel file.
- Requests that an employee discontinue previously approved outside employment if there is subsequent evidence that one or more provisions of this policy have been violated or will likely be violated.
- Requires the employee to immediately complete a "Request for Outside Employment" form if the department head becomes aware that an employee is engaging in outside employment that has not been approved in accordance with this policy. Department head then reviews the request in accordance with this policy.

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# PROCEDURES

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## 1. PROCEDURES

**1.1** An employee of The University of Texas System who is contemplating concurrent outside employment must complete a “Request for Outside Employment” form and submit it to the department head.

**1.2** The department head will determine whether the contemplated outside employment would violate any of the provisions of this policy.

The department head may approve an employee’s outside employment after the department head determines that the proposed outside employment would not violate this policy.

The department head must decline the employee’s request for approval of outside employment if the department head determines that the proposed outside employment would or is likely to violate one or more of the provisions of this policy.

**1.3** The department head will note the decision to permit or decline an employee’s request for outside employment and the rationale for the decision on the “Request for Outside Employment” form. The department head will provide a copy to the employee requesting the outside employment and forward the original to the Office of Employee Services for inclusion in the employee’s personnel file.

**1.4** The employee may initiate a grievance procedure in accordance with INT123, *Grievance*, if his or her request for outside employment is declined by the department head.

**1.5** The department head will request that an employee discontinue previously approved outside employment if there is subsequent evidence that one or more provisions of this policy have been violated or are likely to be violated.

**1.6** If a department head becomes aware that an employee is engaging in outside employment that has not been approved in accordance with this policy, the department head must immediately require the employee to complete a “Request for Outside Employment” form and must review the request in accordance with this policy.

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## **FORMS AND TOOLS / ONLINE PROCESSES**

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Outside Employment Request Form

<http://www.utsystem.edu/secure/ohr/forms/OutsideEmploymentForm.xsn>

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## **APPENDIX**

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None

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Keywords: outside employment, concurrent employment, 2nd job, second job, HR, human resources, joint employment

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