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SECTION: Human Resources

SUBJECT: Outside Employment

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Policy for: All Campuses
Procedure for: All Campuses
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Issued by: Division of Human Resources

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I. Policy

A. This document sets forth the University of South Carolina policy on outside employment for faculty and staff. Any member of the faculty or staff wishing to engage in outside employment with another State agency should refer to the Dual Employment policy.

B. Full-time University employees, both faculty and staff, are not normally permitted to engage in outside employment. This does not preclude professional consultation by faculty under the guidelines of the Faculty Manual, or by staff on a limited basis, subject to proper administrative approval. Nor does it preclude outside part-time employment after normal working hours when such work constitutes no interference or conflict of interest with the employee's regular University duties and responsibilities or the use of institutional resources.

II. Procedure

A. Faculty or staff wishing to undertake outside employment must first obtain the permission of their department head, through their supervisor. Approval will not be given when, from the nature of the work proposed, it appears that a conflict of interest will occur. Faculty should refer to the policy on Outside Professional Activities for Faculty.

B. If outside employment is approved and it later appears to generate a conflict of interest or an unreasonable interference in the full and faithful performance of University duties, the University reserves the right to require the employee to discontinue the employment, or to reduce it to an acceptable level in order to continue University employment. University employees who continue with such activities after being required to discontinue or reduce outside employment to an acceptable level may be subject to disciplinary action. (See University Policy HR 1.39 Disciplinary Action and Termination for Cause.)

III. Reason for Revision

This policy revision updates the disclaimer language as recommended by State OHR.