

AREA OF RESPONSIBILITY: HUMAN RESOURCES DEPARTMENT  
RESPONSIBLE CONTACT: DIRECTOR OF HUMAN RESOURCES  
POLICY IDENTIFICATION: EXTERNAL EMPLOYMENT  
REVISED: 05/2022

External employment is participation in any activity for financial gain by any employee of Virginia Union University. While the University recognizes and respects the rights of its employees to share their expertise and skills in compensated external consulting or part-time employment, full-time employment with another entity should be disclosed while working at the University.

Acceptance of full-time employment with the University is a commitment to provide professional efforts to the University during designated working hours. To preserve the integrity of this policy, any employee engaged in any employment outside the University is required to request approval in writing to the Director of Human Resources. Failure to receive prior approval may result in termination of employment.

A full-time employee of Virginia Union University may engage in outside employment only if the outside employment does not:

- Constitute a conflict of interest.
- Occur at a time when the employee is expected to perform his/her assigned duties.
- Diminish the employee's efficiency in performing his/her primary work obligation.

NOTE: The intention of this policy is to differentiate between outside employment that may be regular or continuing and therefore requires disclosure. The following are examples of outside employment activities that may be classified as "regular or continuing" are given in order to illustrate the intent of the policy and are not meant to be an exhaustive listing of such activities.

- Any teaching assignment at another educational institution except for a single or limited number of guest lectures.
- A clinical or professional practice (for example, in clinical psychology or law).
- Appointment as a consultant to a school district, corporation, or other public or private enterprise for an indeterminate period even if actual time demands are intermittent.
- Operation of, management of, or employment in any enterprise related or unrelated to a faculty member's professional interest.

Employees should notify Human Resources and Talent Management regarding outside employment status for employees.