

# Staff (SHRA) Employee Request for Approval to Engage in Outside Work

Policy 604.5

## 1 Introduction

1.1 The purpose of this policy is to address approval for SHRA employees who engage in outside work.

## 2 Scope

This policy applies to SHRA Employees.

## 3 Definitions

## 4 Policy and Procedure Statements

### 4.1 Approval Procedure - Request to Engage in Outside Work

4.1.1 The purpose of this approval procedure is to determine that the outside work does not have an adverse effect on the primary employment with the University and does not create a conflict of interest. (Form attached below under Additional References.)

## 5 Additional References

[Request to Engage in Outside Work](#)

## 6 Authority

## 7 Contact Information

## 8 Original Effective Date

## 9 Revision Dates