A. PURPOSE

To provide a standard procedure whereby any employee that engages in outside employment must be in compliance with the guidelines set forth in the *Texas State University System Rules and Regulations* Chapter V, 4.83 and 5.4.

B. POLICY

Sul Ross State University must be in compliance with the guidelines set forth in the *Texas State University System Rules and Regulations* Chapter V, 4.83 and 5.4, which requires that any fulltime employee that engages in outside employment must complete a Request for Approval for Outside Employment Form.

1. Outside Employment Definition

   Any employee that engages in outside employment must be in compliance with the guidelines set forth in the *Texas State University System Rules and Regulations* Chapter V, 4.83 and 5.4.

2. Delegation of Authority for Approval

   The President delegates authority to the Vice President of each division to approve and maintain records of outside employment on a fiscal year annual basis.

3. Employees Responsibility

   It is the responsibility of all fulltime employees to complete an Outside Employment Form and seek approval for any outside employment change occurring during the academic year.

4. Request for Approval for Outside Employment Form

   The form to seek permission for outside employment is located on the Human Resources forms web site.

Form: Attachment A
SUL ROSS STATE UNIVERSITY

ANNUAL REQUEST FOR APPROVAL
OF OUTSIDE EMPLOYMENT

Name ____________________________________________ Department_______________________

Date of Outside Employment:  Beginning ____________________ Ending____________________

Nature of Outside Employment:  ____________________________________________________________

_______________________________________________________________________________________

During the time of outside employment, what is the average number of hours per week that you will be involved in this outside employment? _________________________________________________________

When will this outside work be done? (e.g. weekends, evenings, etc.)________________________________

IF NECESSARY, ATTACH AN ADDITIONAL SHEET DESCRIBING EMPLOYMENT.

I certify that the outside employment described in this request is in full compliance with the guidelines outlined in the Rules and Regulations of the Texas State University System, Chapter V, Paragraph 4.83 and 5.4.

_______________________________________________________________________________________

Employee Date

_______________________________________________________________________________________

Department Head Date

Approval Recommended _________  Disapproval Recommended__________

_______________________________________________________________________________________

Division Head Date

Approval Recommended__________  Disapproval Recommended __________

_______________________________________________________________________________________

Vice President Date

Approval Recommended__________  Disapproval Recommended__________

Attachment A