

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

SRSU Policy: Outside Employment

SRSU Policy ID: APM 5.24

Policy Reviewed by: Vice President for Finance and Operations

Approval Authority: Executive Cabinet

Approval Date: April 14, 2026

Next Review Date: April 14, 2031

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.

See attached form.

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 _____