Outside Employment Requests

General information

Outside employment is defined as any activity such as, but not necessarily limited to, consulting, advising, testing or assaying, performing analyses or examinations, the practice of one's profession, or similar work performed in addition to the official responsibilities of a full-time university employee. Most outside employment includes compensation, but some volunteer activities may also be included.

Outside employment requests should be approved at the beginning of each new fiscal year.

Before accepting outside employment, UT employees should complete all steps appropriate for their employee type in the process tab on this page.

For faculty, see also COE: Conflict of Interest, Conflict of Commitment, and Outside Activities.

Exempt vs. Non-Exempt employees

- AskUs: What is the difference between an exempt and non-exempt employee?
- View Fair Labor Standards Act (FLSA) status (exempt or non-exempt) in Workday. Go to Job Summary, select Job Details, then click on Position.

Process

1) Employee should carefully review University policies and proposed outside employment to ensure that acceptance will not create a real or perceived conflict of interest or commitment. These activities must also not interfere with an employee’s full and proper performance of their university employment. See the Regents’ Rules and Regulations, Section 30104 and the University's Handbook of Operating Procedures (Revised), 2-2220, 5-2011, 5-2270, and 7-1210 for additional information.

2) Employee should submit the appropriate documentation depending on their job type:

- **Exempt employees, faculty, and research staff**
  
  Complete the appropriate form via the Outside Activity Portal.
  
  Requests for approval should be routed to the Director/Direct Supervisor, then the Chair, and then the Associate Dean for Administration by entering the email address of the person to whom it should route. If the request requires additional approval, the system allows for additional routing via email addresses. Routing in this system is not automatic - it is a manual function.
  
  Direct questions to evpp-approvals@austin.utexas.edu or vpla@austin.utexas.edu.

- **Non-exempt employees**

  a) Non-exempt employees who are authorized to execute or award contracts or other financial transactions on behalf of the University:

  Complete a form via the Outside Activity Portal. Requests for approval should be routed to the Director/Direct Supervisor, then the Chair, and then the Associate Dean for Administration by entering the email address of the person to whom it should route. If the request requires additional approval, the system allows for additional routing via email addresses. Routing in this system is not automatic - it is a manual function.

  Direct questions to evpp-approvals@austin.utexas.edu or vpla@austin.utexas.edu.

  b) Non-exempt employees without these financial job duties:

  Complete the Staff Annual Request for Outside Employment form and obtain Director/Direct Supervisor, Chair, and Associate Dean for Administration’s signature approval. Submit to COE-HR@austin.utexas.edu.

  Completed forms will be returned to the employee’s department and should be placed in the employee’s personnel file.

Employees who perform research should also review the following:

- Conflict of Interest - Office of Research Support and Compliance
- HOP 7-1210: Promoting Objectivity in Research by Managing, Reducing or Eliminating Financial Conflicts of Interest

Resources

- Board of Regents Rules and Regulations - Search “outside employment” and/or “conflict of interest”
- EVPP:
  - Annual Requests for Outside Employment
  - Conflict of Interest, Conflict of Commitment, and Outside Activities
- Handbook of Operating Procedures:
  - HOP 2-2220: Faculty Consulting and Other Professional Activities, Including Outside Employment
• HOP 5-2010: Individual Conflicts of Interest
• HOP 5-2011: Conflict of Interest, Conflict of Commitment, and Outside Activities
• HOP 5-2270: Outside Employment Activities of Classified Staff
• HOP 7-1210: Promoting Objectivity in Research by Managing, Reducing, or Eliminating Conflicts of Interest

• HR:
  • Outside Employment - for employees
  • Outside Employment - for managers

• UT System policies:
  • UTS 180 Conflicts of Interests, Conflicts of Commitment, and Outside Activities
  • UTS 175 Disclosure of Significant Financial Interests and Management and Reporting of Financial Conflicts of Interest in Research, respectively

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