

**Policy Number/Title:** 4.422 Outside Employment for Non-Faculty Employees  
**Effective Since:** 10/01/2016  
**Last Revision Approved:** 10/01/2016  
**Responsible Office:** Human Resources

---

### **1. Scope:**

This policy applies to all covered, non-faculty, employees at Winthrop University.

### **2. Definitions:**

This section was intentionally left blank.

### **3. Policy:**

THIS DOCUMENT IS NOT A CONTRACT BETWEEN EMPLOYEES AND WINTHROP UNIVERSITY, EITHER EXPRESSED OR IMPLIED. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. WINTHROP UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

### **Policy**

As a general rule, Winthrop University covered, non-faculty, employees may engage in employment outside of and in addition to their employment with the university, provided:

- the outside employment does not alter or conflict with the hours the employee is scheduled to work for the university;
- the outside employment does not interfere with the employee's efficiency, effectiveness, productivity, or ability to perform the duties and responsibilities assigned to the employee's position with the university;
- the outside employment does not, in any manner, present either an actual or a perceived conflict of interest with his/her employment with the university;
- no university or state materials, equipment, or personnel are utilized to prepare for or to perform the outside employment work or activity;
- no preparatory work for the outside employment activity is performed on university property; and
- no outside employment is being performed for a state agency or university without prior approval of Winthrop University (see Dual Employment Policy).



If the outside employment fails any one of the above tests, the university is obligated to require the covered, non-faculty, employee to choose between continued engagement in the outside employment and continued employment with Winthrop University.

Covered, non-faculty, employees who are engaged in – or who could in any way be construed to be engaged in – outside employment under this policy must advise their supervisors of those activities by completing and submitting to the supervisor the Notification.of.Outside.Employment.for.Non\_Faculty.Employees.form available in the Office of HR or under the "Forms" heading.

Faculty should refer to the Consulting and Outside Employment Policy for Faculty.

In the event the outside employment is to be with another agency of South Carolina State Government, the employee must seek and be granted prior approval for such activity according to the State Budget and Control Board guidelines regulating "dual employment." (See Dual Employment Policy.)

#### **4. Procedures:**

This section was intentionally left blank.

#### **5. Resources:**

Notification of Outside Employment for Non-Faculty Employees:

<http://www.winthrop.edu/uploadedFiles/hr/Forms/OutsideEmploymentForm.pdf>

#### **6. History of Revisions:**

10/01/2016	Minor Revisions
01/01/2010	Policy first established