

## Texas A&M AgriLife Extension Service Procedures

### 31.05.02.X0.01 | Outside Employment and Consulting for Nonfaculty Employees



*Approved: January 30, 2001*

*Revised: August 23, 2004*

*February 20, 2013*

*Reviewed: December 11, 2015*

*Next Scheduled Review: December 11, 2020*

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#### **PROCEDURE STATEMENT**

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Texas A&M AgriLife Extension Service (AgriLife Extension) endeavors to provide a work environment that gives employees the freedom to maximize their opportunities for professional growth and advancement—including outside employment and consulting—with the provision that they will place their job priority first on the accomplishment of the duties and responsibilities assigned to their positions of employment with AgriLife Extension. Outside employment and consulting activities are considered as secondary activities. The Texas A&M University System (System) Policy 31.05, *External Employment and Expert Witness*, and System Regulation 31.05.02, *External Employment*, outline the prerequisites for approval, and the categories of employees affected by this procedure.

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#### **REASON FOR PROCEDURE**

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This procedure outlines required procedures for the approval of outside employment and consulting for AgriLife Extension nonfaculty employees.

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#### **PROCEDURES AND RESPONSIBILITIES**

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##### 1.0 GENERAL

- 1.1 Consulting and outside professional employment shall be approved in advance according to appropriate procedures and all other conditions listed in System Policy 31.05, and related system regulations.
- 1.2 Employees engaged in outside employment—which clearly does not involve the potential for a conflict of interest or other ethical concerns—are not required to request written permission for such outside employment. Examples of this type of employment include, retail sales, restaurant/catering, etc. This waiver does not apply to any employee-owned or family-owned business that does business with the System.

##### 2.0 APPROVAL PROCEDURES

- 2.1 Employees who wish to consult or accept outside employment—except as outlined in section 1.2 of this procedure—will submit their requests through normal administrative channels in sufficient time to be considered in a routine manner, and to ensure it has been approved before actually consulting or leaving the workplace to consult.
- 2.2 Requests for approval of consulting and outside employment shall be in writing in accordance with the following procedures:
  - A. Submit and obtain approvals on the completed [AG-403, External Employment Application and Approval](#), form in advance of the outside employment and/or consulting.

- B. Authorization will be for no more than one year's duration—terminating in all cases on August 31 of each year.
- C. The form will be returned to the applicant upon completion of the approval process. A copy of the approval will be kept in the employee's official personnel file.
- D. The employee's supervisor or unit head will keep a record of individual absences from the employee's official place of duty for outside employment or consulting. When approval has been received, LeaveTraQ should be used to track the award and use of official release time as documented on the AG-403. The departmental Leave Administrator will grant the approved hours, and then the employee must submit a leave request to use the approved hours.
- E. Unless specifically approved in advance for use of release time, absences will be recorded as vacation time or as a reduction of previously recorded compensatory time due. Or, when such paid absence time is not available, an appropriate payroll reduction will be made.

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**RELATED STATUTES, POLICIES, OR REQUIREMENTS**

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[System Policy 31.05](#), *External Employment and Expert Witness*

[System Regulation 31.05.02](#), *External Employment*

[AgriLife Form AG-403](#), *External Employment Application and Approval Form*

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**CONTACT OFFICE**

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For questions, contact AgriLife Human Resources at 979-845-2423.