

Texas A&M AgriLife Extension Service Procedures

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



Revised: June 20, 2024

Next Scheduled Review: June 20, 2029

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PROCEDURE SUMMARY

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. Part-time employees, retirees, and adjunct positions not involved in research are excluded from the requirements of this procedure.

PROCEDURES AND RESPONSIBILITIES

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 pre-approval 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—must have an approved Pre-Approval Request prior to consulting or conducting external employment activities. Additionally, if the proposed consulting and/or professional employment is with an entity located in a “Country of Concern” pursuant to System Regulation *15.05.04, High Risk Global Engagement and High-Risk International Collaborations*, the activity must be routed through the System Regulation 15.05.04 process for final consideration.
- 2.2 Requests for approval of consulting and outside employment shall be reported in the [Huron System](#) in accordance with the following procedures:
 - A. Submit and obtain approvals using the Pre-Approval Request Form in the Huron System in advance of the outside employment and/or consulting.
 - B. Approvals will be granted for the current fiscal year. Pre-Approval must be submitted and approved each fiscal year for ongoing activities.
 - C. Approval will be emailed to the applicant upon completion of the approval process. A copy of the approval will be kept in the Huron System.

- 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, Workday should be used to track the award and use of official release time as documented on the Pre-Approval Request in Huron. The departmental Leave Administrator will grant the approved hours, and then the employee must submit a leave request in Workday 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.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

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

[System Regulation 31.05.02, External Employment](#)

CONTACT OFFICE

Questions regarding this procedure should be referred to AgriLife Ethics and Compliance at 979.314.3442.

REVISION HISTORY

Approved: January 30, 2001
Revised: August 23, 2004
February 20, 2013
Reviewed: December 11, 2015
Revised: August 21, 2018
June 20, 2024

Next Scheduled Review: June 20, 2029