

## Texas A&M AgriLife Extension Service Procedures

### 33.04.01.X0.01 | Use of Agency Resources for External Employment

*Approved: November 20, 2012*

*Reviewed: September 9, 2014*

*Next Scheduled Review: September 9, 2019*



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#### **PROCEDURE STATEMENT**

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Except as authorized by System Regulation 33.04.01, *Use of System Resources for External Employment*, and this procedure, Texas A&M AgriLife Extension Service (AgriLife Extension) resources shall not be used for purposes of external employment.

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#### **REASON FOR PROCEDURE**

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This procedure is required by System Regulation 33.04.01, and provides guidelines for the authorized use of AgriLife Extension resources and associated payments therefore.

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#### **PROCEDURES AND RESPONSIBILITIES**

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##### 1.0 GENERAL

AgriLife Extension resources shall not be used for purposes of external employment unless the such employment has been approved in accordance with the applicable System Regulation—System Regulation 31.05.01, *Faculty Consulting, External Employment, and Conflicts of Interest*, or System Regulation 31.05.02, *External Employment*—and the use of such resources is incidental in nature, as defined in System Regulation 33.04.01, and outlined in section 2 of this procedure.

##### 2.0 INCIDENTAL USE OF AGENCY RESOURCES

2.1 Agency resources should not generally be used for external employment unless approved in accordance with section 1. Cost incurred by the member should be recovered by the unit. Rates will be determined on case-by-case basis and be comparable to external rates. Units may contact agency Chief Financial Officer for assistance in determination of equitable rates.

2.2 Incidental use of agency resources for approved external employment must not include items identified in System Regulation 33.04.01.

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#### **RELATED STATUTES, POLICIES, OR REQUIREMENTS**

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

[System Regulation 31.05.01](#), *Faculty Consulting, External Employment, and Conflicts of Interest*

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

[System Policy 33.04](#), *Use of System Resources*

[System Regulation 33.04.01](#), *Use of System Resources for External Employment*

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**CONTACT OFFICE**

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Questions regarding this procedure should be directed to the AgriLife Fiscal Office at 979-845-7879.