

Information

Work Outside the University

Effective

May 1 1992

Number

PER 1 12

Applicability

This policy applies to University Administrators and Staff

Administrative Authority

Vice President for Human Resources

Responsible Unit

Human Resources

Miller Information Technology Center Rm 02C

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History

Revision Date(s): May 5, 2017 (effective November 30, 2017); December 14, 2021 (minor edits); August 24, 2022 (minor edit); March 27, 2026 (minor revision)

Reviewed Date(s): March 8, 2016; May 5, 2017

Categories

Statement:

Employees may perform work outside the university provided that such work does not conflict with their duties and responsibilities to the university or violate state

regulations.

Related Information:

See [conflict of interest policies and procedures](#) for disclosure requirements of potential conflicts of interest prior to acceptance of work outside.

See [Redbook Article 5.6 Work Outside the University](#) specific to staff members.

Reasoning:

The university realizes employees are often asked to work outside the university because of their professional expertise and/or capacity within the institution.

Definitions:

<http://louisville.edu/hr/policies/definitions>