

SYSTEM REGULATION

31.05.02 External Employment

November 22, 1999

Revised June 24, 2002

Supplements System Policy 31.05

1. APPLICATION

- 1.1 This regulation shall be interpreted in conjunction with System Policy 07.01, *Ethics Policy, TAMUS Employees*.
- 1.2 Employment is any work, advice or service wherein remuneration, services, goods or other consideration of value is received. Employment by another component or by an entity outside of The Texas A&M University System is external employment for purposes of this regulation. The term includes employment by an individual, self-employment, or by an entity in which the System employee is the principal owner.
- 1.3 This regulation governs all external employment of System employees, other than faculty engaged in consulting covered by System Regulation 31.05.01, *Faculty Consulting, External Employment and Conflicts of Interest*, and includes employment by faculty members that is not directly related to their professional discipline.

2. CRITERIA

- 2.1 External employment is authorized provided it meets the requirements stated in Paragraph 1 of System Policy 31.05, *External Employment*, and Section 10 of System Policy 17.02, *Patents*.
- 2.2 Use of System facilities, equipment, or personnel for external employment activities is prohibited except as described in System Regulation 33.04.01, *Use of System Resources for External Employment*.

3. ADMINISTRATIVE APPROVAL

- 3.1 Each CEO will determine the process for approving requests for external employment and may delegate the authority for such approval. Requests for approval of external employment must be submitted using the *External Employment and Consulting Application and Approval Form (HR 202)* available from each component human resources office.
- 3.2 Each CEO may waive the requirement for approval for specific types of external employment if engaging in such employment is not likely to cause a conflict of interest with the ordinary duties and responsibilities of the System employee. Approval may not be waived for employment by a System employee in a business owned by the employee or a member of the employee's family that does business with the System.

4. RELEASE TIME

4.1 In very exceptional circumstances, specific external employment and consulting engagements may be approved on a release-time basis, i.e., paid time that the employee may spend away from his or her normal work duties without using vacation or compensatory leave time. Release time may be granted on a case-by-case basis by the CEO, or designee, only when:

- (1) the work is to be done with no remuneration from the external entity to the employee;
- (2) there will be no direct expense to the System; and
- (3) the work will specifically enhance the value of the employee to the System.

4.2 Release time for external employment must be documented using the System component's leave form. The form must include the name, title and department of the employee, the name of the external employer, the amount of release time granted and, if applicable, the amount and type of equity interest in the external employer owned by the employee.

CONTACT OFFICE: System Human Resources Office

HISTORY: Last version: November 22, 1999

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