

 <p><b>Category:</b> Human Resources</p> <p><b>Policy applicable for:</b> Staff , Faculty and Librarians</p>	<p><i>Policy Title:</i> <b>Collateral Employment and Conflict of Interest</b></p> <p><b>Effective Date:</b> 9/1/09 – 8/31/12</p> <p><b>Prior Effective Date:</b> 3/04</p>	<p><i>Policy Number:</i> <b>16.11</b></p> <p><b>Policy Owner:</b> President</p> <p><b>Responsible Office(s):</b> Appropriate Vice President, Appropriate Dean</p>
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## Background

The University of Cincinnati permits employees to engage in collateral employment during the non-university working hours provided that the collateral employment does not result in a conflict of interest or commitment. This policy establishes the parameters for such employment.

## Policy

A University employee (including faculty and librarians) may engage in collateral employment only during the time he/she is not scheduled for work at the university. Collateral employment shall not interfere in any way with his/her efficient performance of university duties or represent a conflict of interest.

An employee wishing to engage in collateral employment must have the approval of the appropriate administrative authority or dean. It is his/her responsibility to seek and secure approval before engaging in collateral employment by resubmitting an Outside Activity Report that fully describes the new employment.

Vice Presidents who wish to engage in collateral employment must have the approval of the President. If the President wishes to engage in collateral employment, he/she must have approval of the Board of Trustees.

Employees are subject to be called at any time to perform their normal university duties and can be assigned to any shift on a temporary or permanent basis, subject to policy and labor agreements, if applicable. Employees will be expected to report, if needed, whether or not they engage in collateral employment.

The university does not accept workers' compensation liability for any injury or illness resulting from collateral employment.

## Procedure

All employees must complete an Outside Activity Report (OAR) for collateral employment and conflict of interest on-line at the beginning of their employment, and again on or before June 1<sup>st</sup> of each year. Should the status regarding collateral employment or conflict of interest change during the year, the employee must submit a

revised OAR form. Anyone who does not submit an OAR on or before June 1<sup>st</sup> of each year may be subject to disciplinary action.

**Related links:**

<https://webcentral.uc.edu/oar/index.cfm?event=page.admin.home>

Authority: University Rules 30-21-02 and 30-21-03

**Phone Contacts:**

**Human Resources** (513)556-6381