



Outside (Secondary) Employment

Classified Employees

The State of Colorado Personnel Board Rule 1-14 permits employees to engage in outside employment with advance written approval from the appointing authority.

The appointing authority of classified employees at Colorado Mesa University is the Vice President for Finance and Administration. The VP will base approval on whether the outside employment interferes with the performance of the state job or is inconsistent with the interests of the state, including raising criticism or appearance of a conflict.

To request approval for outside employment, complete the [Employee Request for Outside Employment](#), obtain the approval of your supervisor, and deliver to the Vice President for consideration.

Professional Personnel (See [Professional Personnel Employee Handbook](#), Section VIII, F.)

The University recognizes that Professional Personnel may desire to engage in outside employment for compensation in addition to their salary received from the University. Also, Professional Personnel may be uniquely qualified to assist in meeting a variety of society's needs by way of sharing their knowledge and expertise outside the University. The University does not prohibit outside employment, however, the obligations of Faculty and Administrators to the University must take priority over any such activity.

1. **Outside Employment Defined.** Outside Employment includes, without limitation, employee, independent contractor, consulting, or business ownership relationships with persons or entities other than the University, performed for compensation or monetary reward.
2. **Reporting of Outside Employment.** In advance of accepting outside employment, Full-time Professional Personnel shall give notice of the outside employment opportunity to their Department Head or immediate supervisor and receive prior written approval. Approval shall not be denied unless the outside employment creates an actual or apparent conflict of interest or otherwise violates the rules for outside employment set forth below. Reporting is not required by Part-time Professional Personnel or Professional Personnel who are not currently under contract (e.g. Faculty outside of the Academic Year). But other rules for engaging in outside employment set forth below apply to Part-time as well as Full-time. Department Heads and immediate supervisors shall promptly forward all notices received from Full-time Professional Personnel disclosing outside employment to the appropriate Vice President.
3. **Rules for Outside Employment.** Professional Employees who engage in outside employment must abide by the following rules. Failure to do so may result in discipline or termination. Outside employment shall:

- a. Not interfere with the efficient performance of the employee's job;

- b. Not actually or apparently conflict with the interests of the University or the State of Colorado. "Apparently" conflict means that the employment would reasonably give rise to criticism or suspicion of conflicting interests or duties;
- c. Not conflict with the Code of Ethics for Public Employees, CRS 24-18-101 et. seq., as amended from time to time and other statutes and regulations governing the conduct of public employees.
- d. Be in addition to, rather than part of, the normal time and effort expected of members of Faculty and Administrators in that Professional Personnel position.
- e. Not involve use of University resources, facilities, or property without prior written approval by the President regarding the specific exceptions requested to this rule.