

100.4 Outside Employment

University employment shall be the principal vocation of full-time classified employees. Facilities Management employees may hold outside jobs as long as they meet the performance standards of their job with Facilities Management and the outside employment does not conflict with the interests of the university or the State of Colorado. All employees will be judged by the same performance standards and will be subject to Facilities Management's scheduling demands, regardless of any existing outside work requirements.

Outside employment is defined as any activity or work performed for compensation in addition to the classified position. Included in this definition is outside employment for another employer or the operation of any business, whether or not a profit is realized.

The outside employment may not interfere with the efficient performance of the university assignment. Employees should limit any telephone calls pertaining to outside employment while at their university position. When employees are scheduled for work at their university position, they shall refrain from spending time away from that position for any outside employment.

1. Do not receive or print out e-mails related to outside employment.
2. No catalogs at work place.
3. No deliveries made or received during work hours.
4. No product in the work place.
5. No files, sales samples, or orders at the work place.

If Facilities Management determines an employee's outside work interferes with performance or the ability to meet the requirements of Facilities Management as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Facilities Management.

The outside employment may not be the type that would reasonably give rise to criticism or suspicion of conflicting interest or duties. A state classified employee shall not serve as a consultant or advisor to a sponsor for personal or private gain on any research or teaching project sponsored at the university by a governmental agency or commercial concern.

Facilities Management employees must have the written approval of the Director of Facilities Management for outside employment. The Request for Outside Employment form must be filled out and returned to the supervisor. If more than one source of outside employment exists, separate forms for each source should be submitted. A copy of the form(s) will be returned to the employee after approval.

Form available: Declaration and Request for Approval of Outside Employment