Procedure Statement

In conjunction with System Regulation, 31.05.02 External Employment, this Procedure establishes the process that will be followed by all Texas A&M University-San Antonio (TAMU-SA) employees. All employees seeking external employment (other than faculty engaged in consulting covered by System Regulation 31.05.01 Faculty Consulting, External Employment, and Conflicts of Interest) will complete the required documentation and seek approval before working.

Reason for Procedure

To ensure all employees seeking external employment submit the required documentation prior to start date of external employment and that the approving authority is in compliance with System Regulation 31.05.02 External Employment prior to approving any external employment.

Procedures and Responsibilities

1. EMPLOYEE

   The employee requesting external employment is responsible for notifying his or her supervisor and will complete the following steps:

   1.1 Complete “The Texas A&M University System External Employment and Consulting Application and Approval” form HR 202A;

   1.2 Provide department head with completed HR202A prior to beginning any external work;

   1.3 If approved, ensure that external employment does not interfere with work performed as an employee with TAMU-SA; and

   1.4 If approved, keep department head informed of changes in external employment status (termination, conflict of interest, injury, etc).
2. DEPARTMENT HEAD (OR APPOINTED DESIGNEE)

The department head is responsible for the following actions:

2.1 Receive form HR202A;

2.2 Ensure external employment is not expected to interfere with regular work;

2.3 Ensure that the employee complies with all applicable laws and professional standards of conduct, including conflict of interest standards;

2.4 Review System Policies and Regulations listed below prior to approving or denying external employment;

2.5 Approve or deny external employment within three business days of receipt of request and inform requesting employee;

2.6 If requesting release time, submit to the University President for consideration;

2.7 Submit completed form HR202A to Human Resources for filing; and

2.8 If external employment interferes with the employee’s work performance or attendance, revoke the external employment agreement. In such cases, notify Human Resources first for guidance and then notify the employee.

3. RELEASE TIME

3.1 In very exceptional circumstances, the President or designee may approve release time on a case- by-case basis only when:

   3.1.1 The work is to be done with no remuneration from the external entity to the employee;

   3.1.2 There will be no direct expenses to the University; and

   3.1.3 The work will specifically enhance the value of the employee to the University.

3.2 Release time is paid time that the employee spends away from his or her normal work duties without using vacation or compensatory leave time.

3.3 HR202A will be used to document release time and the form must be signed by the President or designee.

3.4 Approved release time will be recorded in LeaveTraq under “Leave of Absence with Pay.” Faculty will further select “External Employment and Consulting” and staff will select "Administrative Leave." Enter “Release time approved from 00/00/00 to 00/00/00” in the description box.
Related Statutes, Policies, or Requirements

System Policy 31.05 External Employment and Expert Witness

System Regulation 31.05.02 External Employment

System Regulation 31.05.01 Faculty Consulting, External Employment and Conflicts of Interest

System Regulation 33.04.01 Use of System Resources for External Professional Activities


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