

Texas A&M University-San Antonio

31.05.01.00.01 External Employment

Approved: October 27, 2011

Revised: July, 2014

Next Scheduled Review: July, 2018

Procedure Statement

In conjunction with Texas A&M University System (System) Policy [07.01 Ethics](#) and System Regulation [31.05.02 External Employment](#), this Procedure establishes the process that will be followed by all Texas A&M University-San Antonio (A&M-San Antonio) 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](#)).

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 Policy [07.01 Ethics](#) and 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 A&M-San Antonio; and
 - 1.4 If approved, keep department head informed of changes in external employment status (termination, conflict of interest, injury, etc).

- 1.5 Approval must be obtained each fiscal year.
2. DIVISION HEAD (OR APPOINTED DESIGNEE) - the division head (vice president, associate vice president or appointed designee) is responsible for the following actions:
 - 2.1 Receive form HR202A;
 - 2.2 Ensure external employment will not 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 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 compensation 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 Form 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 [07.01 Ethics](#)

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](#)

Form HR202A, The Texas A&M University System External Employment and Consulting Application and Approval <http://www.tamus.edu/benefits/publications/forms/202A.pdf>

Contact Office

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