



## 08.120 SECONDARY EMPLOYMENT

<b>Authority:</b>	Chancellor
<b>History:</b>	Revised August 2017; revised January 1, 2007; supersedes former Policy No. HR1.20
<b>Source of Authority:</b>	UNC Policy 300.3.1[R]; NC Office of State Human Resources Secondary Employment Policy
<b>Related Links:</b>	<a href="#">Request for Approval for Secondary Employment Form</a> ; <a href="#">NC Office of State Human Resources Secondary Employment Policy</a>
<b>Responsible Office:</b>	Human Resources

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### I. Purpose

The employment responsibilities to the State are primary for any employee working full-time; any other employment in which that person chooses to engage is secondary. An employee shall have approval from the dean or department director (or designee) before engaging in any secondary employment. The purpose of this approval procedure is to determine that the secondary employment does not have an adverse effect on the primary employment and does not create a conflict of interest. These provisions for secondary employment apply to all employment except for employment for another North Carolina state agency, which is covered under [Policy 05.133 Dual Employment](#).

Approval for secondary employment may be withdrawn at any time if it is determined that secondary employment has an adverse impact on primary employment.

### II. Scope

This policy applies to all permanent, time-limited and trainee SHRA positions. Faculty and non-faculty EHRA employees are covered by UNC Policy 300.2.2.1[R] and [Policy 03.230 Conflict of Interest or Commitment](#).

### III. Department Responsibility

- A. Review the employee's request and determine that the secondary employment would not:
  1. Create either directly or indirectly a conflict of interest with university employment, or
  2. Impair in any way the employee's ability to perform all expected duties, to make decisions and carry out in an objective manner the responsibilities of the employee's position.

- B. If the supervisor determines that the employment would impair the employee's ability to perform the expected duties of his position, it should be referred to the next level of supervision for a final determination.
- C. If the supervisor believes the secondary employment has any impact on or may create any possibility of conflict with State operations, the form must be forwarded to Human Resources for further review and could require approval by the State Human Resources Director in conjunction with the State Board of Ethics.
- D. The employee shall have approval of the dean or department director, or designee (generally the employee's supervisor), before beginning any secondary employment. Approval of secondary employment may be withdrawn at any time if it is determined that secondary employment has an adverse impact on primary employment.
- E. The supervising department must maintain all forms in the department for two years after the secondary employment has ended.

#### **IV. Employee Responsibility**

- A. It is the responsibility of the employee:
  - 1. To complete a Request for Approval of Secondary Employment Form for all employment that is not covered by dual employment, and
  - 2. To update the form annually, as well as to document changes as they occur.
- B. The Request for Approval for Secondary Employment Form may be found at <http://www.uncw.edu/hr/forms.html>.