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Owner Dept: HR  
Phone: ext. 6605

**Title:** Secondary Employment

**Purpose:** The employment responsibilities to the University of North Carolina at Asheville are primary for any employee working full-time who is Subject to the Personnel Act (SPA). Any other employment in which the employee chooses to engage is secondary. This policy is designed to help ensure that secondary employment does not adversely affect the primary employment responsibilities of those working at UNC Asheville and does not create a conflict of interest.

**Scope:** All permanent SPA employees (including probationary, trainee and time-limited) regularly scheduled to work 30 hours or more per workweek are covered by this policy. For the purposes of this policy, full-time is 30 hours or more per week.

The policy does not apply to temporary, student, or EPA employees, or to SPA permanent employees (including probationary, trainee and time-limited) regularly scheduled to work less than 30 hours per week. Nor does the policy apply to a second job or assignment paid from state funds; those conditions are covered by the Dual Employment policy.

**Definitions:**

1. **Conflict of Interest** - when an employee is or may be in a position to influence activities or university decisions in ways that would lead to personal gain for the employee and his/her immediate family, or give an improper advantage to third parties in their dealings with the University.
2. **Secondary Employment** – any work that produces income.

**Policy:** Employees must have approval from the Chancellor, or the Chancellor’s designee, before engaging in any secondary employment. Requests for secondary employment will be approved, if the following criteria for approval are met:

- There is no conflict of interest between the secondary employer and UNC Asheville as the primary employer.
- The secondary employment does not impair in any way the employee’s ability to perform all expected duties, and to make decisions and carry out the responsibilities of the employee’s position in an objective fashion. This includes the ability to work the established work schedule for the employee’s position at UNC Asheville.
- If the secondary employment has any impact on or may create any possibility of conflict with State operations, the State Personnel Director in conjunction with the Board of Ethics must approve the form authorizing the secondary employment.

Approval of secondary employment may be withdrawn at any time if it is determined that secondary employment has an adverse impact on the primary employment. Failure to provide accurate information regarding an employee’s secondary employment or failure to follow all policies regarding secondary employment may be



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considered unacceptable personal conduct and may result in disciplinary action up to and including dismissal.

**Procedures:**

- I. SPA employees covered by this policy must obtain the necessary approvals (as outlined below) before engaging in any type of secondary employment.
  - A. An employee seeking approval for secondary employment must complete the "Request for Approval of Secondary Employment" form and submit the original and one copy to the supervisor.
  - B. Once the supervisor approves the form he/she forwards the form to the appropriate personnel for approval. The form must be approved by the Department Head, the Vice Chancellor, and the Chancellor or the Chancellor's Designee. The Director of Human Resources currently serves as the Chancellor's designee to approve the Secondary Employment Forms.
  - C. Once approved, the copy of the form is returned to the employee and the original is forwarded to Human Resources for inclusion in the employee's file.
  
- II. The employee must complete a new "Request for Approval of Secondary Employment" form annually in January. Employees with secondary employment must also document any changes to secondary employment as they occur by completing a new "Request for Approval of Secondary Employment" form. Human Resources will send staff periodic email reminders to update any changes in secondary employment, and all forms should be updated each January.

Source: NC State Personnel Manual, Section 3

Approved date: 7/10/08

Next review: 7/10/10