4.1 Outside Activity and/or Employment and Board Service

4.1.1 All Employees. All employees of the University are expected to review and comply with the policies of the University on outside activity and/or employment, board service, conflicts of interest and conflicts of commitment, specifically including but not limited to Section V. Chapter 29 of this Handbook and Regents’ Rule 30104.

4.1.2 Full-time Faculty and Administrative and Professional Staff. Outside activity, outside employment and board service by full-time faculty and administrative and professional staff must be disclosed, accounted for and approved pursuant to the requirements of Section V. Chapter 29 of this Handbook.

4.1.3 Part-time Faculty and Part-time Administrative and Professional Staff. Outside activity, outside employment and board service by part-time faculty and administrative and professional staff must be disclosed, accounted for and approved pursuant to the requirements of Section V. Chapter 29 of this Handbook.

4.1.4 Certain Full-time and Part-time Classified Staff as defined in Section V. Chapter 29. Outside activity, outside employment and board service by certain full-time and part-time classified staff must be disclosed, accounted for and approved pursuant to the requirements of Section V. Chapter 29 of this Handbook.

4.2 Public Office (Non-elective) and Dual Employment With Other State or Federal Agencies

4.2.1 Subject to the other provisions of this section, an employee may hold other non-elective offices or positions of honor, trust, or profit with the State of Texas or the United States if the offices or positions held are of benefit to the State of Texas or are required by State or Federal Law, and if there is no conflict between holding the office or position for which the employee receives salary or compensation. Before an employee may accept an offer to serve in other non-elective offices or positions of honor, trust, or profit with the State of Texas or the United States,
the employee must obtain from the appropriate administrative officials and the Board of Regents a finding that the requirements of this section have been fulfilled, including disclosure of the expected additional compensation to be received from such service. The University must keep a record of compensation received from additional State or Federal employment, or both, and include specifically: salary, bonuses, and per diem or other type of compensation.

4.2.2 Special provisions applicable to outside employment with another State or Federal agency are:

a. Employees may not receive consulting fees or other payments in addition to their regular budgeted, full-time salaries from another U.T. System component (other than allowable travel reimbursement), unless it is expressly found by the President of the receiving institution that it is in the best interest of the institution and the State of Texas to do so, and such exception is specifically authorized by the President of the institution for whom the employee works. Copies of such specific authorizations should support the payment voucher of the receiving institution, and a copy of the payment voucher should be forwarded to the supplying institution.

b. Employees of the institution who perform work with other State institutions or agencies will be paid through Interagency Cooperation Contracts.

c. Prior Regental approval is required in cases of a dual employment relationship with State or Federal agencies.

d. Remuneration received from other State or Federal agencies must be reported to the President’s Office annually.

4.2.3 University employees who are also legally employed in one or more positions within Texas State government, including another U.T. System component, another state institution of higher education, or a state agency are subject to the following provisions:

a. separate leave records will be maintained for each such employment;

b. time worked in one position may not be used as additional credit for purposes of longevity or annual leave accrued for the other position;

c. upon termination of one employment, the leave balances accrued under that employment may not be transferred to the remaining employment;

d. state contribution toward the employee’s portion of Social Security tax liability will be subject to the overall limit as mandated by the State Appropriation Bill;

e. total State contribution toward the employee’s group insurance will be limited to no more than the amount specified in the current Appropriations Bill for full-time active employees but the employee may choose the insurance program of only one of the employing entities for the employee and/or dependents, and that entity will contribute the total State contribution;

f. the employee will be entitled to receive longevity payment for no more than one employment;

g. an employee who works in a dual employment capacity, subject to the overtime provisions of the Fair Labor Standards Act in either employment, will have all combined time worked in excess of 40 hours per week as overtime, and the employee will be compensated for such overtime in accordance with the overtime provisions of the Fair Labor Standards Act.