

External Employment, 2.22

Chapter 2: Personnel

Responsible Office: Human Resources

Applies to: Faculty and Staff

BOT Approved: 02/18/2025

Policy: Rhodes State College acknowledges that employees may engage in secondary employment outside of their duties at the College. This policy aims to provide clear guidelines to ensure employees can pursue external work while maintaining their responsibilities and commitments to the College.

Guidelines:

I. Definitions:

- a. **Designated Worktime** - Hours of the day agreed upon by supervisor of when an employee will perform work for the College.
- b. **Employee** – Regularly classified faculty or staff with a full-time equivalent (FTE) of .5 or higher.
- c. **External employment** – Any employment other than as an employee of the College.
- d. **Intellectual property** – Copyrights, documents, inventions, licenses, works of authorship, etc. associated with the College.

II. Details of Policy

- a. An employee may engage in external employment provided the external employment does not:
 - i. Constitute a conflict of interest under Ohio Ethics Law.
 - ii. Occur during designated worktime when the employee is expected to perform their College duties.
 - iii. Use the College's intellectual property without written permission.
- b. Employees may engage in external employment upon completion of the External Employment form. This allows for their Supervisor and Human Resources to determine whether the external employment meets the requirements of this policy.

Related Policies or Procedures:

[Ohio Ethics Policy 2.21](#)

External Employment Form

Compliance References:

[Ohio Ethics Commission](#)

History:

	Date:	Reason:
Issued:	02/18/2025	Replaces Conflict of Interest Policy 5.8. BOT approved 4-16-96
Revised:	MM/DD/YY	

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.