



**POLICY TITLE**

***Outside Employment of Southern University System Employees***

**POLICY NUMBER**

**7-00**

<b>Responsible Unit:</b> SU System Office of Human Resources	<b>Effective Date:</b> 02/01/2023
<b>Responsible Official:</b> Associate Vice President for Human Resources	<b>Last Reviewed Date:</b> 2011
<b>Policy Classification:</b> Human Resources	<b>Origination Date:</b> 2011

**I. POLICY STATEMENT AND RATIONALE**

The Southern University System (SU System) recognizes that certain outside employment activities are of benefit to the SU System, the State of Louisiana, the private sector and the individual employee. Although the SU System recognizes a right of an employee to engage in outside employment, the SU System has established policies and procedures requiring that such outside employment be disclosed and submitted for administrative review and approval **on an annual basis, as applicable.**

**II. POLICY SCOPE AND AUDIENCE**

The following policy and procedures are established as required by Louisiana Revised Statute 42:1123(9) which allows public higher education institutions faculty and staff members to engage in employment outside of the SU System. All full-time System employees including faculty, other academic and administrative, unclassified, and classified personnel, are required to abide by these policies and procedures at all times, including the regular and summer academic terms as well as employees on paid and/or unpaid leaves of absences.

**III. POLICY COMPLIANCE**

SU System employees who fail to comply with is policy will be subject to disciplinary action up to and including termination.

**IV. POLICY DEFINITIONS**

- A. Outside Employment- is a non SU System activity for which economic benefit is received, including but not limited to:
  - a. Employment with any non SU System employer

- b. Contracts or agreements to provide consulting services, personal or professional services to non SU System individuals or entities, including publishing agreements or arrangements.
  - c. Self-employment or operating a *business*.
- B. Economic benefits-includes cash payments or such other non-cash economic benefit, e.g. a share of profits, shares of stock, equity participation, etc., as the employee and outside employer may agree; provided that such non-cash benefit shall not have a present value significantly in excess of fair compensation for the services rendered. Compensation rates for outside employment need not be related to SU System salary rates but should be negotiated fairly based on normal private sector levels for similar services.
  - C. Outside employment shall be performed only outside of assigned working hours or responsibilities or during a period of paid or unpaid leave. Outside employment will only be approved/permitted in exceptional circumstances during paid sabbatical, special or educational leave.
  - D. Outside employment shall not conflict, delay, or in any manner interfere with instructional, scholarly, and/or other services which the employee is obligated to render to the SU System or to a SU System campus.

## V. POLICY IMPLEMENTATION PROCEDURES

The following types of outside employment **will be considered for approval**:

- A. General consulting, other outside employment or business activities.
- B. Serving as an expert witness in an area based upon the employee's training and experience.
- C. Consulting by SU System faculty and staff members where the consulting services are related to the academic discipline or expertise of the faculty or staff member, as outlined in La. R.S. 1123(9)(b). Generally, SU System will not be approved for consulting agreements that require the faculty or staff member to participate directly in the supervision of activity where the outside employer currently does business with the SU System or a SU System campus; **however**, the proposed employment will be considered for approval where the activity is designed to increase the opportunity for the La. workforce to succeed through innovative skills training writing that faculty or staff member's academic discipline, the activity will further La. economic development; and the activity cannot be otherwise achieved through contract with the SU System under the established policies and procedures.

The following types of outside employment **will not be considered for approval**:

- A. A SU System employee may not receive compensation to assist in the passage or defeat of legislation during the fiscal year in which the legislation is pending in the legislature,

except from the Louisiana Legislature or any department, institute or agency within the legislative branch.

- B. A SU System employee that supervises non-SU System research or performs the research, he/she is considered a participant or a part of outside research team rather than a consultant. In such instances, the SU System employee may not be employed by nor contract directly with the outside agency unless it is not feasible or practical to seek a contract through the System campus under established procedures for sponsored research as determined by the appropriate Chancellor.
- C. Blanket approval for outside employment will not be granted.
- D. Employment or contractual relationships which are considered to be a violation of the **Louisiana Code of Governmental Ethics** will not be approved.
- E. Supervisors and Employee procedures are detailed in the link below.

**VI. POLICY RELATED INFORMATION**

**VII. POLICY HISTORY AND REVIEW CYCLE**

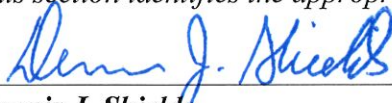
The effective date of this existing policy is 02/01/2023 and will be subject to a five-year policy review cycle

**VIII. POLICY URL**

[www.sus.edu](http://www.sus.edu)

**IX. POLICY APPROVAL**

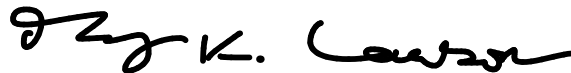
*This section identifies the appropriate approval official(s).*



**Dennis J. Shields**

*President-Chancellor, Southern University and A&M College System*

**Effective Date of Policy**



**The Honorable Mr. Myron K. Lawson**

*Chair - Southern University System Board of Supervisors*

**Effective Date of Policy**