

([Board Policy 450.1](#); Arkansas Code Ann. §21-8-203; Governor's Policy Directive #1)

Arkansas law states that "...all state employees who are employed on a regular salary basis shall be required to disclose each source of income in excess of five hundred dollars (\$500) earned during any calendar year from sources other than their regular salary from employment or from professional or consultant service rendered for any public agency."

If you are a classified staff member or a nonclassified staff member who is not an administrator, you may have outside employment if the following conditions are met:

The employment does not constitute a conflict of interest (see [Section 3.17](#)) and does not interfere with the performance of your university job. If you have questions about whether an outside job would constitute a conflict of interest, check with your supervisor.

The work is completed off the premises of the university.

The work is completed during non-university work time.

The work does not involve the use of materials, supplies, equipment, etc. belonging to the university.

You must submit a completed copy of the [Disclosure of Potential Conflict of Interest and Commitment form](#) for review to your supervisor, who will submit it to his or her immediate supervisor for review. A copy of the form, with an approval or outlining steps to manage the potential conflict, will be returned to you and the original will be kept by your supervisor.

The university's policy concerning outside employment for nonclassified staff, administrators, and faculty is as follows:

While emphasizing the fact that full-time faculty and nonclassified administrative staff members of the university are obligated to devote their working time and efforts primarily to university activities, the university recognizes that a limited amount of outside work for private compensation may be advantageous to all concerned. Deans, department heads, directors, vice chancellors, chancellors, vice presidents and the president are included as administrative staff. Such persons are therefore encouraged to engage in outside employment which will affirmatively contribute to their professional advancement or correlate usefully with their university work. This employment shall not interfere in any substantial way with the employee's university duties nor conflict with his/her university assignments. Written approval from the department head and/or dean shall be obtained in advance of such outside employment. Each dean or similar officer shall keep records on outside employment by personnel in his/her college or administrative unit. The report should include actual time spent during the reporting period. Such records shall be reviewed by the appropriate vice chancellor and submitted

to the chancellor by August 1 of each year, and such records shall be reviewed periodically by the vice chancellor. The employee shall always make it clear that the outside employment is his/her own responsibility and that in it he/she does not act as an agent or representative of the university. University facilities or property shall not be used except with the permission of the department head or dean, and the payment of appropriate fees may be required.

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