



The Texas A&M University System
Texas A&M Engineering Extension Service

Standard Administrative Procedure

SAP 31.05.02.N0.01 External Employment

Approved: September 1, 2005

Revised: October 20, 2017

Revised: January 30, 2024

Next Scheduled Review: January 30, 2029

Summary

The purpose of this Standard Administrative Procedure (SAP) is to provide guidance regarding the criteria, administrative request, approval process, and use of agency resources in relation to external employment. Proper utilization of agency resources ensures organizational risks are managed. Failure to comply with any of the requirements listed below may result in the withdrawal of permission to engage in external employment.

Definitions

External Employment includes any work, advice, or service for which a Texas A&M University System employee receives compensation, services, goods, or any other item of value.

Employment by another member or by an entity outside the System is external employment for purposes of this SAP. The term includes but is not limited to any fee-for-service or equivalent relationship with a third party, employment by an individual, self-employment, or employment by an entity in which the employee is a principal owner.

Agency Resource is an item or tool provided by the agency for purposes of satisfying normal business activities, including but not limited to internet access, email addresses, facsimiles, telephone and personal computing services, procurement and credit cards, and all other organizational assets, including cash.

1. Requirements

In accordance with system policy 31.05 *External Employment and Expert Witness*. Full-time employees are expected to devote their time to their assigned duties and responsibilities on a full-time basis. Approval to engage in external employment may be granted, so long as the following conditions are met:

- Permission to engage in external employment is requested and received prior employee acceptance of external employment.

- Activities related to external employment are not reasonably expected to interfere with the regular work of the employee.
- The employee complies with all applicable laws and professional standards of conduct, including conflicts of interest standards.

1.1 An employee must not use TEEX resources (including services) for external employment unless:

- The external employment has been approved in accordance with the applicable system regulation (System Regulations 31.05.01, *Faculty Consulting and/or External Professional Employment* or 31.05.02, *External Employment*); and
- The use of system resources is incidental in nature.

The incidental use of system resources for approved external employment must not:

- cause an additional (non-reimbursed) expense to the system;
- impede normal business functions;
- be for non-approved private commercial purposes;
- be used for illegal activity;
- be used to intentionally access, create, store, or transmit obscene materials; or
- be used to compete unfairly with private sector entities or private consultants.

A contract or agreement with TEEX must be in place prior to recuperate the additional expense associate with the use of any System resources for external employment purposes. This will ensure no improper uses of system resources as outlined in 33.04 *Use of System Resources*. Arrangements for the use of and reimbursement for such resources and services must be in writing and approved in advance.

Common examples (not an all-inclusive list) of resource usage that incurs incremental expenditures include:

- charging long-distance telephone calls to a TEEX account;
- using other TEEX personnel to perform services related to external employment;
- performing computing on a mainframe or departmental minicomputer facility;
- making use of a departmental copier; or
- using resources of TEEX related to external employment in any other way.

1.2 Types of external employment not requiring approval:

If the employee is engaged in a specific type of employment that is not likely to cause a conflict of interest or present a conflict of commitment with ordinary duties and responsibilities of TEEX, then it is not necessary to submit an external employment request.

1.3 Examples of employment that do not require approval for external employment:

- 1.3.1 Retail businesses operated out of the home so long as there is not a business relationship with the A&M System or any of its components and is not similar or directly related to the employee's job (i.e., Avon, Mary Kay, Pampered Chef, Southern Living, etc.);

- 1.3.2 Receiving income from rental property or managing rental property as long as there is not a business relationship with the A&M System or any of its members;
- 1.3.3 Operating a farm or ranch so long as there is not a business relationship with the A&M System or its members; or
- 1.3.4 Employment at entertainment or sports venues, including those operated by the A&M System or its members.

1.4 Examples of employment where an employee must submit an external employment request include the following:

- 1.4.1 If an employee is doing any type of work that is related to their current job, they must submit a request.
 - 1.4.1.1 Examples include: an employee teaching a class that is similar to one that they teach for TEEX, developing curriculum for another agency/organization, writing grants for a competitor, a Fire Instructor acting as a salesperson for emergency response equipment, or selling components or office supplies from their own business or family business.

1.5 Release time

- 1.5.1 Employees are required to use their vacation time or compensatory time, if applicable, for external employment activities that might take place during their working hours.

2. Procedures

- 2.1 Employees should meet with their supervisor first to make sure both parties have a clear understanding of what external employment is being considered.
- 2.2 Complete an [External Employment and Conflict of Interest Form](#) (HR4) and route for proper approval(s).
 - 2.2.1 Approvals required include:
 - Immediate Supervisor,
 - Next level supervisor where applicable,
 - Division director or Department head, and
 - Chief Human Resources Officer.
 - 2.2.2 If any approval level is denied, then it will be returned to the employee with a reason for denial.
- 2.3 Once HR signs it, the employee and supervisor will receive an email indicating it has been approved. If HR has questions regarding the request, HR will contact the supervisor or employee for additional information.
- 2.4 This form must be submitted annually for the duration of the external employment.

Quality Assurance Measures

HR will continuously monitor, with support from the Office of General Council (OGC), the implementation of this SAP.

Related Statutes, Policies, or Requirements

[System Policy 31.05 External Employment and Expert Witness](#)

[System Regulation 31.05.02 External Employment](#)

Office of Responsibility

Human Resources

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