

## Oklahoma State University Policy and Procedures

<b>PROCEDURES TO GOVERN COMPENSATED OUTSIDE ACTIVITIES OF ADMINISTRATIVE &amp; PROFESSIONAL STAFF MEMBERS</b>	<b>3-0732 BUSINESS &amp; FINANCE Personnel April 1985</b>
---	---

### POLICY

1.01 The University expects all administrative and professional staff members to give their best personal efforts to their University assignments.

1.02 Due to the required need for and time limitations on administrative and professional staff members' duties, it is University policy to not allow staff members to engage in outside compensated activities during the individual's regular University business hours other than the limited exceptions outlined in 1.03 below.

1.03 Exceptions to this policy may be granted; however, the staff member must make a written request and receive advanced written approval from the unit head and the appropriate vice president. Such approved outside activities must avoid conflicts of interest with the University and must be carried out in a manner consistent with all applicable state and federal statutes and University Board of Regent's policies.

Approved by President Boger: April 8, 1985