UNIVERSITY POLICY

SUBJECT:	HUMAN RESOURCES		**TITLE:**	OUTSIDE EMPLOYMENT	
CODING:	00-01-30-10:00	**ADOPTED:**	07/01/87	**AMENDED:**	

As of April 27, 2006 this policy has been Suspended while undergoing review

FOR QUESTIONS, PLEASE CONTACT:

THE OFFICE OF ETHICS & COMPLIANCE

Email: ethics@umdnj.edu

Website: http://www.umdnj.edu/ethweb/index.htm

Phone: 732-743-3343

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UNIVERSITY POLICY

SUBJECT:	HUMAN RESOURCES		**TITLE:**	OUTSIDE EMPLOYMENT	
CODING:	00-01-30-10:00	**ADOPTED:**	07/01/87	**AMENDED:**	10/24/05
				LAST REVIEWED:	10/24/05

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I. PURPOSE

To set University policy governing outside employment for all full or part-time employees, including University officers, deans, faculty administrators, faculty, staff members and housestaff.

II. ACCOUNTABILITY

Under the direction of the President, the Senior Vice Presidents shall ensure compliance with this policy. The Vice Presidents shall implement this policy for staff. The Deans shall implement this policy for faculty administrators, faculty, housestaff and school staff.

III. APPLICABILITY

This policy is applicable to all employees, including University officers, deans, faculty administrators, faculty, staff members and housestaff.

IV. POLICY

A. Requirements

1. This policy is promulgated by the University of Medicine and Dentistry of New Jersey in accordance with the New Jersey Conflict of Interest Law 52:13D-12 et seq. and New Jersey Administrative Code 19:61-2.2(a). The primary work obligation of a full or part-time officer, dean, faculty administrator, faculty, staff member or housestaff of the University is to the University, school or other operational unit of the University where he or she is employed.

2. Full or part-time employees, including University officers, deans, faculty administrators, faculty, staff members and housestaff may engage in outside employment only if appropriate approval is obtained from the immediate supervisor and if the outside employment:

a. does not constitute a conflict of interest (see University policy. Code of Ethics: General Conduct. 00-01-10-05:00),

b. does not occur at a time when the officer, dean, faculty administrator, faculty, staff member or housestaff is expected to perform his or her University duties,

c. does not diminish the officer, dean, faculty administrator, faculty, staff member or housestaff's efficiency in performing his or her primary work obligation at the University.

3. All full and part time University employees must obtain advance approval before commencing outside employment by submitting a completed Request for Approval of Outside Employment and following the submission process indicated below:

   a. To the President for the Senior Vice Presidents and for those Vice Presidents and other staff reporting directly to the President.

   b. To the pertinent Senior Vice President for those Deans, Vice Presidents and other staff reporting directly to a Senior Vice President.

   c. To the pertinent Dean for all faculty administrators, faculty, school staff and housestaff. This shall include any outside professional practice of full or part-time faculty members. Outside private clinical practice by faculty members is subject to additional constraints as specified in each School's Faculty Practice Plan.

   d. For all other employees, to their immediate supervisor.

   e. If housestaff plan to engage in outside employment, they are required to receive approval of outside employment in advance of commencing such employment from their Program Director, Department Chair and Dean and have the forms forwarded to the Office of the Dean.

B. Responsibilities

1. All full or part-time employees including officers, deans, faculty administrators, faculty, staff members and housestaff are responsible for reading the University policies on Code of Ethics and Outside Employment found online at http://www.umdnj.edu/oppmweb/Policies/contents.html and completing, signing, dating and submitting the Request for Approval of Outside Employment found online at www.umdnj.edu/hrweb, to the individual described in Paragraph IV. A. 3a - e above.

2. Where there is no outside employment, this should be indicated by completing the Certification of No Outside Employment section of the form that states, "I do not have outside employment."

3. Part-time clinical faculty whose only outside employment is their clinical practice may indicate this by checking the appropriate box; no additional information is required.

4. Employment at the University is contingent upon disclosure of outside employment or certification of non-employment in compliance with this policy. Employment shall not be offered to any prospective employee whose outside employment constitutes a conflict of interest as set forth in University policy, Code of Ethics: General Conduct, 00-01-10-05:00.

   Forms are to be provided during personnel processing/upon appointment by the following offices:

   - the campus Human Resources Office for staff;
   - the Office of the Dean for each school for faculty; and the
   - the Office of Graduate Medical/Dental Education for each school for housestaff.

5. For staff new hires, Human Resources will provide to the immediate supervisor the original signed form for retention in the departmental file and retain a copy in the new hire's personnel file. The schools shall retain the original forms for faculty

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administrators, faculty and school staff. The Offices of Graduate Medical/Dental Education shall retain the original for each school for housestaff.

6. Annual Updates: All full-time or part-time employees, including officers, deans, faculty administrators, faculty, staff members and housestaff shall update their outside employment status annually during the performance appraisal process by completing the Outside Employment Certification annexed to the Performance Appraisal forms. Any change in status prior to the annual update must be reported. Updates are to be retained in employee departmental files by the schools/units.

   On an annual basis, housestaff will receive Request for Approval of Outside Employment/Certification of No Outside Employment and written notice regarding their forms from their Program Directors or Department Chairs. Housestaff will not have to submit a form if their outside employment status did not change since their last submission or if their current outside employment has been filed and approved on said form.

7. Recipients of Requests for Approval of Outside Employment (Section IV.A.3a-e. above) shall review these requests, and discuss them with employees to ensure no conflict exists in accordance with the terms of this policy and the University's Code of Ethics.

8. If the supervisor determines that the proposed outside employment presents a conflict, a plan of action to resolve the conflict must be developed and documented for the employee's file within ten (10) business days. It is the immediate supervisor's responsibility to ensure that the agreed upon action is taken and that the employee complies with this policy and the University's Code of Ethics.

9. The resolution by the supervisor of a conflict between an outside employment and UMDNJ employment may involve disapproval of the outside employment.

C. The following are exceptions to this policy:

1. This policy shall not apply to outside employment undertaken by a full or part-time officer, faculty administrator, faculty, staff member or housestaff during his or her annual leave or vacation periods, except that no such officer, faculty administrator, faculty, staff member or housestaff may engage at any time in outside employment that constitutes a conflict of interest.

2. This policy shall not apply to outside employment as defined in Sections 18A:6-8.1 and 18A: 6-8.2 of the New Jersey Statutes. Such outside employment, however, should be reported to the pertinent offices as detailed in Section IV A. 3 above. These statutes are as follows:

   a. 18A: 6-8.1 Leave of certain employees (officers, faculty or staff members) to serve in legislature.

      Any person employed by a public educational system or institution in a position which requires a certificate issued by the State Board of Examiners, or is employed in a professional education capacity by a school, college or university which is either tax-supported or operated under contract with the State or on behalf of the State, who is a member of the senate or general assembly of the State of New Jersey, shall be entitled to time off from his or her duties as such officer, faculty or staff member, without loss of pay, during the periods of his or her attendance at regular or special sessions of the legislature and hearing or meetings of any legislature committee or commission.

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b 18A: 6-8.2 Leave of certain employees (officers, faculty or staff members) to serve on board of chosen freeholders.

Any person employed by a public educational system or institution in a position which requires a certificate issued by the State Board of Examiners or is employed in a professional educational capacity by a school, college or university which is either tax-supported or operated under contract with the State or on behalf of the State who is a member of the board of chosen freeholders of any county of this state, shall be entitled to time off from his or her duties as such officer, faculty or staff member, without pay, during the periods of his or her attendance at regular or special meetings of the board and of any committee thereof and at such other times as he or she shall be engaged in performing the necessary functions and duties of his or her office as a member of the board.

D. Failure of University officers, faculty administrators, faculty, staff members or housestaff to comply with this policy shall result in disciplinary action up to and including termination.

V. EXHIBITS

A. Request for Approval of Outside Employment/Certification of No Outside Employment - Staff

B. Request for Approval of Outside Employment/Certification of Outside Employment - Faculty

C. Declaration/Request for Approval of Outside Employment – Housestaff

D. Outside Employment Certification – (For Use at Annual Performance Appraisal)

By Direction of the President:

_____

Vice President for Human Resources

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EXHIBIT A
UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY
REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT/
CERTIFICATION OF NO OUTSIDE EMPLOYMENT

STAFF

This form should be completed by the Senior Vice Presidents, Vice Presidents, Associate Vice Presidents, Assistant Vice Presidents and all other Staff

Date: _____

Name _____ Title _____
(Please Print)

Unit/School _____

Dept _____ Location _____

OUTSIDE EMPLOYMENT INFORMATION

Name of Employer _____ Telephone _____

Address _____

Title _____ Type of Work Performed _____

Days & Hours of Work _____

Period of Outside Employment: From _____ To _____

(Attach additional sheets if necessary.)

I have read and understand the University's policies on Code of Ethics and Outside Employment. I attest that the information provided above is true.

_____
Employee Signature

I have reviewed this request with the employee and (check one) _____there is no conflict;
_____the conflict has been resolved and documented.

☐ Approved ☐ Denied

_____
Date/ Immediate Supervisor

_____
President, Senior Vice President, Vice President or Dean

CERTIFICATION OF NO OUTSIDE EMPLOYMENT

I hereby certify that I do not have any outside employment.

_____ _____
Employee Signature **Immediate Supervisor**

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EXHIBIT B
UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY
REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT/
CERTIFICATION OF OUTSIDE EMPLOYMENT

FACULTY

This form should be completed by Deans, Faculty Administrators and Faculty

Date: _____

Name _____ Title_____
(please print)

School _____

Dept. _____Campus _____

OUTSIDE EMPLOYMENT INFORMATION

Name of Employer_____ Telephone _____

Address _____

Title _____ Type of Work Performed _____

Days & Hours of Work _____

Period of Outside Employment: From _____ To _____

(Attach additional sheets if necessary.)

I have read and understand the University's policies on Code of Ethics and Outside Employment. I attest that the information provided above is true.

_____
Employee Signature

I have reviewed this request with the employee and (check one) _____there is no conflict;
_____the conflict has been resolved and documented.

☐ Approved ☐ Denied

_____
Date/ Sr. Vice President, Academic Affairs/Dean

CERTIFICATION OF OUTSIDE EMPLOYMENT

PLEASE CHECK ONE: _____ No, I do not have outside employment.

_____ I am a part-time clinical faculty member and my only outside employment is my clinical practice.

_____ _____
Employee Signature **Dean**

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EXHIBIT C
UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY
DECLARATION/REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT

HOUSESTAFF

PLEASE NOTE THAT BEFORE ENGAGING IN OUTSIDE EMPLOYMENT APPROVAL IS REQUIRED FROM YOUR PROGRAM DIRECTOR, DEPARTMENT CHAIR AND DEAN

Date: _____

Name _____ Title _____
(please print)

School _____

Dept_____ Location _____

PLEASE CHECK ONE: _____ Yes, I am requesting outside employment. (Complete information requested below.)
_____ No, I do not have outside employment.

NOTE: THERE IS NO MALPRACTICE COVERAGE FROM THE UNIVERSITY FOR OUTSIDE EMPLOYMENT

OUTSIDE EMPLOYMENT INFORMATION

Name of Employer _____ Telephone _____

Address _____

Title _____ Type of Work Performed _____

Days & Hours of Work _____

Period of Outside Employment: From _____ To _____

(Attach additional sheets if necessary.)

I have read and understand the University's policies on Code of Ethics and Outside Employment. I attest that the information provided above is true.

_____
Housestaff Signature

I have reviewed this request with the employee and (check one) _____there is no conflict;
_____the conflict has been resolved and documented.

☐ Approved ☐ Denied

_____
Date/ Program Director

_____
Department Chair

_____
Dean

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EXHIBIT D
UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY
OUTSIDE EMPLOYMENT CERTIFICATION

To be Completed at Annual Performance Appraisals

All full and part time officers, deans, faculty administrators, faculty, staff and housestaff must annually update their Outside Employment status during the course of employment/tenure with the University. Please review the following and check the statement which accurately describes your status.

☐ I certify that my outside employment status has not changed from the date of my last certification.

☐ I certify that I have updated the changes to my Outside Employment status with my supervisor. A copy of the form has been placed in my departmental employee file.

Print Name _____ Signature _____

Employee ID _____ Date _____

ATTACH THIS CERTIFICATION TO THE ANNUAL PERFORMANCE APPRAISAL

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