OPERATING POLICY AND PROCEDURE

SON OP: 20.095 Consulting or Outside Employment

PURPOSE: (See below)

REVIEW: This section of the handbook shall be reviewed by the Dean, Coordinating Council, and Professional Development Council by September 1st on odd-numbered years.

POLICY/PROCEDURE

The NIP Advisory Committee recommends continuing the practice of allowing faculty the privilege to seek outside employment and enforce existing policies. The rationale is that (a) existing TTUHSC policies address most issues but the policy and procedure may not have been formalized/publicized appropriately, and (b) at this time, outside employment is considered a benefit to faculty vs. detriment to TTUHSC.

This means that each faculty’s request to seek outside employment will be reviewed with the faculty members’ direct supervisors (Associate Dean, Regional Dean and Associate Dean/Department Chair) to ensure that a clear delineation of TTUHSC’s work time is established and agreed upon; the faculty member is meeting his or her current and future TTUHSC’s duties, which are not reduced to writing; and the overall goals of SON TTUHSC’s business are considered, along with the faculty’s choice of outside employment, prior to approval by the Dean. Each faculty member’s request is, therefore, individually reviewed for approval and will be monitored on a semester-to-semester basis.

Assumptions:
1. The Dean is responsible for the overall outcomes of the School of Nursing and many of the procedural issues or the how to of HSC policies are at the Dean’s discretion.
   a. How faculty account for their work hours
   b. If faculty can work outside TTUHSC commitments
2. Inherently, having flexibility in the procedures can become confused with flexibility in policy.
   a. Treating each circumstance individually creates freedom and chaos
      i. One might feel one member is getting special privileges over others
      ii. One may feel since one person did it so can I
   b. Flexibility requires each member to behave responsibly and professionally
      i. Accountability to follow policy
      ii. As stewards of the policies – duty to report
3. One of the many reasons faculty enjoy working for the SON is because they are treated professionally
   a. Flexible work schedule
   b. Opportunity to incorporate personal goals with overall SON outcomes
   c. Operations are not founded on the belief that one circumstance fits all

Topic: At the request of the Dean, NIP was charged to evaluate issues concerning outside employment.

Issues: To allow or not allow outside employment,
   Administrative monitoring,
   Faculty violations and consequences

Examples: teaching at another SON, does this keep students from coming to TTUHSC, is this a service TTUHSC will offer in the future, hours are not delineated on form so unsure as to when person is on
TTUHSC time, use of vacation/holiday time - will this impact intent of time off, are faculty double dipping, does this best represent TTUHSC......

**NIP recommendation on Outside Employment:**
Continue outside employment and enforce existing policies
Rationale:
1. Existing TTUHSC policies address most issues, policy and procedure may not have been formalize/publicized appropriately.
2. At this time outside employment is considered a benefit to faculty vs. detriment to TTUHSC

**Standards of Conduct**

Employee will not:
- Accept or solicit any gift, favor, or service that will influence duties at TTUSHC and/or exchange favors.
- Accept employment that might reasonably expect or induce disclosure of confidential information acquired in TTUHSC position.
  - Misuse of confidential information – information that has not been made public
  - Proprietary (relating to, involving, or associated with an owner, ownership, or something owned, exhibiting characteristics that imply or assume ownership of somebody or something -used, manufactured, or sold by a person or company with an exclusive property right, for example, a patent or trademark)
  - Example but not limited to: materials developed on TTUHSC time, part of TTUSHC’s goods & service, anything on Sakai
- Accept employment that would impede judgment in TTUHSC position
- Make personal investments that could create substantial conflict between personal and public interests
- Make unauthorized commitments that could bind TTUHSC
- Make preferential treatment to any organization or individual

Employee will:
- Act impartially
- Put forth a honest effort in duties
- Protect and conserve public property and use only as authorized
- Promptly disclose waste, fraud, abuse, and corruption to appropriate authorities
- Adhere to equal opportunity policies concerning race, color, sex, religion, age, disability, and national origin
- Avoid any actions that would create the appearance they are violating the law or ethical standards of TTUHSC

**Outside Employment**

**Definition**

Outside employment is defined as any compensated service or employment by any entity, other than TTU system, of a TTU system employee, in accordance with *The Rules and Regulation’s of the Board of Regents of the Texas Tech University System*, Section 03.05, *Consulting or Outside Employment*.

**Key Points:**
Primary responsibility is to TTUHSC –
- full and complete execution of all assigned duties
- fulfillment of professional obligations (not reduced to writing)
- maintenance of current professional skills
- must be compatible with interests of TTUHSC
- will not distract from usefulness & performance
- cannot be engaged while during normal working hours
• TTUHSC Hours Monday – Friday 8:00 A.M. to 5:00 P.M.
• Fridays: faculty availability has dwindled
• NIP Members must follow by-laws, regarding income generating activities
• Exemptions of income generation will be based on the Nursing Income Plan By-Laws:
  • Honoraria, royalties, non-professional retainers.
  • Fees for court appearances.
  • Payment for editing scientific publications.
  • Fees earned as a regional or national consultant with non-affiliated institutions or any branch of
    the government of the United States.
  • Income from Federal Institutions or the Veteran's Administration activities affiliated with
    TTUHSC, if approved by the Dean and the President.
  • Fees earned outside of Faculty’s employment/practice/research commitment to TTUHSC. (This
    is the statement that allows outside employment) *****

Procedure for Outside Employment:
Each administrative officer (Dean) is responsible for devising procedure and methods of enforcement

School of Nursing:
1. Complete Intent to seek Outside Employment
   a. Need to be complete on form – full disclosure
2. Meet with supervisors (Associate Dean/Department Chairs, Associate Deans, and Regional
   Dean) – discuss scheduling
3. Obtain approval of Dean
   a. Must be reviewed to ensure outside employment does not compete with or misrepresent
      TTUHSC School of Nursing’s current and future goods and service, mission, policies etc.
4. Continuance of outside employment will be based on individual faculty evaluations on a semester
   basis

Enforcement:
1. Duty to report (in full detail for investigation purposes)
2. Bring allegations to direct supervisor (Associate Dean/Department Chairs/Associate
   Deans/Regional Dean/Dean)
3. To maintain amenity (not to replace lines to direct supervisor)
   a. Hotline – 1-866-294-9352
   b. E-mail – www.ethicspoint.com
4. Self-report may still be subject to disciplinary action
5. Non-retaliation for good faith reporting

Refer to:
1. TTUHSC Operating Policy
I, ____________________________, request approval to be employed by _______________________ at a time outside my normal working hours for TTUHSC School of Nursing. I understand that my primary responsibility is the full and complete execution of all assigned duties, the fulfillment of those professional obligations not ordinarily reduced to written assignment, and the maintenance of current professional skills on behalf of TTUHSC SON. In addition, I certify that my outside employment is compatible with the interests of TTUHSC and of such a nature that it will not detract from my performance with TTUHSC School of Nursing. I further certify that this outside employment does not conflict with the Nursing Income Plan Bylaws, because it falls outside of my commitment to TTUHSC School of Nursing. (Attached is the TTUHSC Operating Policy concerning Other Employment).

I describe “Other Employment” being considered as follows:

__________________________________________________________________________

I will be supervised in the “Other Employment” by:

__________________________________________________________________________

Please clearly indicate hours and times you will be working at “Other Employment” or attach a sample schedule:

__________________________________________________________________________

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<td>Faculty Signature/Date:</td>
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<td>Chair’s Signature/Date:</td>
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<td>Associate Dean’s Signature/Date:</td>
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<td>Dean’s Signature/Date:</td>
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IMPORTANT FACTS REGARDING OUTSIDE EMPLOYMENT:
Please remember that TTUHSC resources should never be used to fulfill your obligation at “Other Employment”. This includes computer usage, copying, staff help. Should the time normally spent by you in your TTUHSC faculty role be spent on “Other Employment”, vacation time should be claimed.

Ll:ll d/ nip/other employment approval form 11-14-05
LL:ll 11-14-05
Adopted:FAC:12-17-07
Reviewed FAC: 7/15/13
Revised: PDC/Ilt:11/17/14