

Outside Work

Some Facilities Services employees have other employment or own businesses in addition to their University employment. It is expected that all University employees understand and comply with the requirements of the State of Washington and the University of Washington regarding employee conflict of interest. University professional and classified staff must secure advance review and approval for outside work, whether or not for compensation, whenever such activities stem from, could conflict with, or relate to the employee's official duties or status as a University employee.

Following are some examples of situations that could create or might appear to create the potential for a conflict of interest for an employee:

- ▶ Your outside job, business or consulting services are in the same trade, profession, or industry as your University of Washington job.
- ▶ Your outside business uses or sells any of the same materials, tools or other resources as your University job.
- ▶ Your outside business employs or otherwise involves ANY University of Washington employee.
- ▶ Your outside business does any business with the University of Washington, or provides information or services to businesses that contract with the University of Washington.
- ▶ Conducting your outside business ever occurs or could occur at times that you are scheduled to work at your University of Washington job.
- ▶ You work for a business that has a contract to do business with the University of Washington.

Any employee who has other employment, owns an outside business, or performs consulting services in addition to his or her University of Washington employment should review and comply with the University's policy on ["Outside Consulting Activities and Part-time Employment by Professional or Classified Staff Employees"](#) (Administrative Policy Statement 47.3).

In order to protect both the University's and the individuals' interests in minimizing employee involvement in activities that conflict with or may appear to conflict with the State Ethics Law and related University policies, all Facilities Services employees whose employment or outside business falls within these criteria, must complete the UW's [Request for Approval of Outside Professional Work for Compensation—Professional and Classified Staff](#) and secure advance

approval for each work engagement. Forms can be obtained from any Facilities Services supervisor or manager; completed forms should be submitted to the unit manager. Managers should review requests with the department's Director for final approval or disapproval from the Director.

For assistance with questions about the University of Washington policy and how it applies to you, contact your Director, or the UW Human Resources manager for Upper Campus, at 685-2756, or the Director of Internal Audit at 543-4028.

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