



Policy 04:005 – Employment of university Employees by Other University Personnel

Should a University employee desire to hire another University staff exempt or staff non-exempt employee to perform personal services, the following guidelines are applicable:

1. Employees in supervisory positions shall not employ persons within their line of authority for personal services.
2. Employees who work for University employees within the context of this policy or for persons outside the University must perform all such work on their own time with their own equipment or tools.
3. Employees who hire other employees within the context of this policy assume shared responsibility with the hired employee for ensuring that work performed is not on University time and that University tools and equipment are not used in performing such work. University records must clearly reflect that the employee performing the work is not on University time.
4. University tools, equipment and supplies must not be used for non-University purposes. The President or designee may approve exceptions for the use of University equipment, tools or supplies when there is a clearly established public service rendered by the use of those materials to the benefit of both the University and the community at large.
5. Deans, directors, and department heads are responsible for ensuring that control over University equipment and tools is adequate to prevent the use of such equipment or tools by employees to perform non-University work of a personal services nature.

This policy does not restrict the employment relationships between University licensed professional faculty and staff and their clients as long as their services are rendered in a manner to avoid conflict with University related responsibilities.

Approved 2/99

