

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Outside Activities, Extra Compensation, and Conflict of Interest	3-014 FISCAL SERVICES September 2013
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POLICY

- 1.01 OSU Institute of Technology (OSUIT) policy does not allow full-time employees and those working more than half time to engage in outside compensated activities during the individual's regular university work hours other than the limited exceptions outlined in Procedure 2.01 below.
- 1.02 OSUIT recognizes that employees may be called upon to perform services over and above their assigned workload. When such additional services are required, additional compensation may be justified. Employees may also perform certain outside activities not connected with OSUIT for which they may or may not be compensated. The following guidelines establish the institution's position on these two topics.

PROCEDURES

2.01 Outside Activities

- A. Employees are encouraged to engage in some outside activities which are related to their professional field, contribute to their personal development, and enhance the community in which they live.
- B. Employees may engage in outside activities that do not interfere with the performance of their assigned responsibilities and do not constitute a conflict of interest with OSUIT, or the policies of the Board of Regents for OSU and Oklahoma Agricultural and Mechanical Colleges or the State of Oklahoma.
- C. Employees must receive prior approval from their immediate supervisor before engaging in any outside activities which (1) are remunerative, (2) constitute a potential conflict of interest, or (3) consume time normally devoted to assignments and responsibilities. Employees will inform their immediate supervisor of outside activities.

2.02 Extra Compensation

Each employee of OSUIT has assignments in instruction, administration, supervision, work assignments, serving on committees, participating in professional organizations, and/or performing public service on behalf of the institution.

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- A. Employees shall not receive extra compensation for the above assignments and responsibilities except under special circumstances.
- B. In special circumstances and in accordance with schedules established by OSUIT, extra compensation may be paid for teaching classes as an overload to normal assignments, and to non-exempt employees who work overtime in accordance with the overtime policy. This applies to all employees, whether full-time or part-time, continuing or temporary.

2.03 Conflict of Interest

74 O.S. 1971 Sec. 1404 reads as follows:

No university employee shall:

- A. directly or indirectly solicit or accept compensation, gift, loan, entertainment, favor or service given for the purpose of influencing such employee in the discharge of official duties, provided that this section shall not apply to bona fide campaign contributions;
- B. use assigned office position to solicit or secure special privileges or exemptions for self or others, except as may be provided by law;
- C. disclose or offer to disclose confidential information acquired by reason of official position to any person, group or others not entitled to receive such confidential information, nor shall such information be used for personal gain or benefit;
- D. sell, offer to sell, or cause to be sold, either as an individual or through any business enterprise in which the employee holds a substantial financial interest, goods, or services to any state agency or to any business entity licensed by or regulated by the state agency;
- E. receive or solicit any compensation that would impair the employee's independence of judgment, for services as an officer or employee of any state agency, from any source other than the State of Oklahoma unless otherwise provided by law; or
- F. accept or solicit other employment which would impair the employee's efficiency or independence of judgment in the performance of public duties.

Amended by Laws 1976, c. 153, Sec. 1.

Approved: August 1996
Revised: October 2005
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