

Outside Employment Policies for Employees Of Metropolitan State University of Denver

The Wpłxgtukł defines Personal Activity as any private practice, private consulting, teaching or research for another organization, or similar services to third parties, whether compensated or uncompensated, which are not a part of the employee's assigned duties for which the Wpłxgtukł has provided no compensation. The following are Wpłxgtukł policies for Outside Personal Activities:

- ◆ Outside employment or business ownership shall not interfere with the performance of contractual responsibilities.
- ◆ Employees should be aware of their obligations and responsibilities as public employees of the Wpłxgtukł. An employee is bound to observe, in all official acts, the highest standards of ethics consistent with the code of ethics of the State of Colorado (Part 18, Article 24, Colorado Revised Statutes), the advisory opinions rendered with respect thereto, and Wpłxgtukł " policies.
- ◆ Nothing in this Article is intended to discourage an employee from engaging in personal activity in order to increase the employee's professional reputation, service to the community, or income, subject to the conditions stated therein.

Employees are responsible for disclosing and resolving conflicts of interest, working with their supervisors and other Wpłxgtukł officials. A conflict of interest includes:

- ◆ Any conflict between the personal activities of the employee and the public interests of the Wpłxgtukł, the Board of Trustees, or the State of Colorado, including conflicts of interests specified under Colorado Statutes;
- ◆ Any conflict between a personal activity and the full and effective performance of the employee's duties and obligations to the Wpłxgtukł; or
- ◆ Any conflict or appearance of conflict between a personal relationship and the exercise of unbiased professional judgment in performance of the employee's institutional responsibilities or obligations.

Any employee who proposes to engage in any compensated personal activity, or any other personal activity which the employee should reasonably conclude may create a conflict of interest, shall report to the employee's supervisor, in writing, the details of such proposed activity prior to engaging therein. The report shall include, where applicable, the name of the employer or other receipt of services; the funding source; the location where the activity will be performed; the nature and extent of the activity; and the intended use of Wpłxgtukł "facilities, equipment or services. This report shall be submitted every semester that the outside activity continues and if there is a significant change in the outside activity such as the nature of the activity, the extent of appointment, funding, etc. An employee engaging in any personal activity shall not use the facilities, equipment, or services of the Wpłxgtukł in connection with such outside activity without prior approval of the President or a representative. Approval for the use of Wpłxgtukł facilities, equipment, or services may be conditioned upon reimbursement for the use thereof.

Any employee engaging in personal activity shall take reasonable precautions to ensure that the outside employer or other recipient of services understands that the employee is engaging in such outside activity as a private citizen and not as an employee, agent, or spokesperson of the Wpłxgtukł.

Print Name: _____ Date: _____

Signature: _____