Old Dominion University Classified Employee Secondary Employment With Old Dominion University Research Foundation (ODURF) Guidelines and Approval Form

Guidelines:

- The Commonwealth of Virginia Standards of Conduct Policy 1.60 states the following regarding outside employment:
  - Employees are required to notify agencies of outside employment.
  - Written approval for outside employment must be obtained from the supervisor and placed on file with the Department of Human Resources. Outside employment may not be permitted if it is deemed to affect employee's work performance or is determined to be in violation of the Virginia Conflict of Interest Act.
  - Employees are prohibited from engaging in outside employment during the hours that they are employed by the agency.

- When performing work for ODURF, this is considered ***secondary employment*** and ***cannot*** be conducted during an employee's regular working hours for Old Dominion University.

- Formal ***written approval*** must be obtained from the Dean or Vice President in order for classified employees of the University to work for ODURF. The written approval ***must*** be forwarded to ODU Human Resources to document approval.

- A timesheet must be completed for all hours worked for ODURF.

  - When completing ODURF timesheets, indicate your employment status as a University employee by checking the 'Yes' box in the upper right hand corner of the timesheet.
  - All ODURF timesheets ***must*** indicate the time 'in' and 'out' for each day work is performed for ODURF. THIS TIME CANNOT OVERLAP with the employee's ODU work schedule.
  - Each timesheet ***must*** be signed by the ***employee***, their ***supervisor*** (ODURF), and the ***Dean or Vice President***. If all signatures are not present, the timesheet will be ***deemed invalid.***

Detach

Approval:

Employee Name: _____ Employee's ODU Work Schedule: _____

Describe type of work to be conducted for ODURF:

_____

_____

All classified employees intending to accept employment with Old Dominion University Research Foundation must sign below indicating that they understand the guidelines as noted above. The signature below also signifies that the employee understands that any breach of the guidelines as listed can result in corrective action with the University, up to and including termination.

_____ _____

ODU Employee Signature Date

_____ _____

ODU Supervisor's Signature Date

_____ _____

Dean or Vice President Signature Date

** This form must be completed & submitted with application for employment with ODURF and a copy must be turned into ODU Department of Human Resources **

Effective 10/05