


## POLICY

 <p>MACQUARIE UNIVERSITY ~ SYDNEY</p>	<h1>Outside Work</h1>
<b>Contact Officer</b>	Director, Human Resources

<b>Purpose</b>	This document provides <b>overview of the</b> approval of outside work for employees of the University.
<b>Overview</b>	This policy supports the process for approval of outside work as determined by Enterprise Agreement 2006-2009.
<b>Scope</b>	The policy applies to all General Staff, all full-time Academic Staff Members and all part-time Academic Staff Members whose part-time appointment is at a time fraction of 0.8 or above.
<b>The Policy</b>	<p>Outside Work:</p> <p>An Academic Staff Member must obtain the University's written consent prior to being engaged in any activity for any person or entity for which the Staff Member derives a benefit, which has a monetary value.</p> <p>A General Staff Member must obtain the University's prior written consent if the Staff Member engages in any Monetary Activity during Work Time.</p> <p>Approvals:</p> <p>Deans approve all outside work applications submitted within their division. Heads of office approve outside work applications in their offices.</p>
<b>Keywords</b>	Outside Work, Monetary Activity

<b>Date Approved</b>	9 September 2008
<b>Approval Authority</b>	Director, Human Resources
<b>Date of Commencement</b>	tba
<b>Amendment Dates</b>	List the dates the policy has been amended (Day Month Year)
<b>Date for Next Review</b>	3 years from date of commencement
<b>Related Policies, Procedures and Guidelines</b>	
<b>Policies Superseded by this Policy</b>	List the policy, policies and / or previous authority superseded by this new policy

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