



Outside Work

Contact Officer Director, Human Resources

PROCEDURE	Purpose	To document the procedures for approval of outside work for employees of the University.
	Procedure	Application:
	Staff member	Discuss the proposed outside work with your supervisor before commencing outside work and seek approval using form 25.01 a. If you are currently performing outside work and have not reported it, immediately seek approval.
	Supervisor	Examine details of the work, make any suggestions for changes, taking into account the impact of the proposed outside work on the staff member's performance and development plans for the staff member, and make a recommendation to the Dean or Head of Office.
	Dean or Head of Office	Decide whether to approve the outside work as applied, in a revised form or not to approve the outside work. Provide reasons if decision is not to approve. Inform the staff member whether the outside work is approved.
	Staff Member	If changes to the outside work occur after approval by the Dean, these changes need to be approved by the Dean or as soon as possible when the staff member becomes aware of the material change.
	Keywords	Outside work

Date Approved	9 September 2008
Approval Authority	Director, Human Resources
Date of Commencement	tba
Amendment Dates	List the dates the policy has been amended (Day Month Year)
Date for Next Review	3 years from date of Commencement
Related Policies,	Outside work policy

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