



POLICY RESOURCES

Human resources services are provided to Marshall University Research Corporation by
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Applies to:	Marshall University Research Corporation (MURC)
Title:	Outside Employment
Number:	64
Effective Date:	10/01/06
Last Revision Date:	

In certain circumstances a Marshall University Research Corporation (MURC) employee in Full-Time, Part-Time A, or Part-Time B status may seek to perform outside employment in addition to his/her primary MURC employment. Such outside employment must be requested in writing in advance to the responsible project director through supervisory channels as appropriate. The project director or his/her designee may at his/her own sole discretion approve or disapprove such outside employment.

Outside employment must be of a nature that would not reflect negatively on MURC by the association of MURC's employee with the particular business or activity. It must not occur on a schedule that would systematically interfere with the MURC employee's normally assigned work hours, and it must not interfere with the provision of the employee's best energies and intellectual contributions to the employee's MURC job. Incidental or limited work performed in connection with outside employment that might occur during the MURC employee's assigned work hours must be approved in advance by the project director and must be supported through the taking of accrued vacation leave.

A MURC employee engaged in outside employment may not use his/her MURC telephone number, e-mail address, or physical address in any paper, e-mail, or web-based information that either solicits outside employment or that describe products or services available through his/her outside employment.

MURC employees engaging in outside employment as defined in this policy and procedure may not use any facilities, equipment, supplies or materials owned, leased or rented by MURC (or owned, leased, or rented by a sponsor of MURC research). Additionally, a MURC employee may not engage in any outside employment for a corporation, organization or other entity with whom MURC has contracted to perform the same type of services. If MURC contracts with a corporation, organization or other entity for the provision of services and if a MURC employee is approved for outside employment with that corporation, organization or other entity, then the MURC employee must withdraw from outside employment that would conflict with the provisions of this policy and procedure.

HUMAN RESOURCE SERVICES POLICIES AND PROCEDURES PROVIDED FOR MARSHALL UNIVERSITY RESEARCH CORPORATION (MURC) APPEAR ON THE MURC WEB SITE. TO NAVIGATE TO THE HUMAN RESOURCES POLICIES AND PROCEDURES, PLEASE CLICK **HUMAN RESOURCES** ON THE MURC HOME PAGE AT <http://www.marshall.edu/murc/>. MARSHALL UNIVERSITY HUMAN RESOURCE SERVICES PROVIDES HUMAN RESOURCES SUPPORT TO MURC. THIS POLICY IS COPYRIGHTED BY MARSHALL UNIVERSITY. FOR ANY QUESTIONS ON THIS POLICY, PLEASE CONTACT HUMAN RESOURCE SERVICES AT THE ADDRESS AT THE TOP OF THIS POLICY.

MURC-HR-64
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