

MISSISSIPPI STATE UNIVERSITY  
DEPARTMENT OF HUMAN RESOURCES MANAGEMENT  
OUTSIDE EMPLOYMENT

PURPOSE

To define the policy, procedure, and process that must be followed by employees who desire to engage in outside employment or practice of profession (including consulting.

POLICY

In accordance with regulations established by the Board of Trustees of the State Institutions of Higher Learning, employees who desire to engage in outside employment or practice of profession (including consulting) shall complete and process through cognizant administrators an Application for Permission to Engage in Outside Employment or Practice of Profession.

PROCEDURE

The application for Permission to Engage in Outside Employment or Practice of Profession shall receive all required University approvals prior to employees engaging in outside employment or practice of profession, or being connected with any public office either by election, appointment, or employment other than employment at the University.

Approval to engage in outside employment or practice of profession shall expire automatically at the end of each fiscal year. If renewal is desired, a new application shall be completed and processed as described above. A separate application shall be completed and processed for each external employment activity or engagement. Approved applications shall be maintained in individual employee human resources' files.

REVIEW

This policy and procedure will be reviewed by the Director of Human Resources Management at least every four years.

HRM #60-415  
Effective 12/14/87  
Revised 4/1/94  
Revised 1/10/07

**THIS POLICY HAS BEEN SUPERSEDED**

Recommended by:

/s/ Ann Bell  
Director of Human Resources Management

11-30-06  
Date

/s/ Michael J. McGrevey  
Chief of Staff

12-07-06  
Date

Reviewed by:

/s/ Don Zant  
Director of Internal Audit

12-11-06  
Date

/s/ Charles Guest  
General Counsel

12-19-06  
Date

APPROVED:

/s/ Robert H. Foglesong  
President

01-10-07  
Date

**THIS POLICY HAS BEEN SUPERSEDED**