

Outside Work

It is expected that all University employees understand and comply with the requirements of the State of Washington and the University regarding employee conflict of interest. UW Facilities employees who have other employment or own a business in addition to their University employment must secure advance review and approval for outside work. This requirement applies whether or not the work is compensated and/or conflicts with the employee's official duties or status as a University employee.

Following are some examples of situations that could create and/or might appear to create the potential for a conflict of interest for an employee:

- If the outside job, business or consulting services are in the same trade, profession, or industry as the employee's University job
- If the outside business uses or sells any of the same materials, tools or other resources as the employee's University job
- If the outside business employs or otherwise involves ANY University employee
- If the outside business does any business with the University, or provides information or services to businesses that contract with the University
- If the employee is working for a business that has a contract to do business with the University

Any employee who has other employment, owns an outside business, or performs consulting services in addition to their University of Washington employment must review and comply with the University's policy on Outside Consulting Activities and Part-time Employment by Professional or Classified Staff Employees (Administrative Policy Statement 47.3): <https://policy.uw.edu/directory/aps/section-40-personnel/aps-47-3-outside-consulting-activities-and-part-time-employment-by-professional-or-classified-staff-employees/>

In order to protect both the University's and the individuals' interests in minimizing employee involvement in activities that conflict with or may appear to conflict with the State Ethics Law and related University policies, all UW Facilities employees, whose employment or outside business falls within these criteria, must complete the UW Facilities Outside Work Form and secure advance approval for each work engagement. UW Facilities employees must complete both the University Request for Approval of Outside Work Form and the UW Facilities Outside Work/Business Supplemental Questionnaire. This form can be found at: <https://facilities.uw.edu/partner-resources/files/media/outside-work-form.pdf>

An employee conducting outside business during their regularly scheduled work hours may result in corrective action up to, and including dismissal.