

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

Outside Activities, Extra Compensation, and Conflict of Interest	3-014 FISCAL SERVICES July 2009
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POLICY

- 1.01 Oklahoma State University Institute of Technology policy does not allow full-time employees and those working more than half time to engage in outside compensated activities during the individual's regular University work hours other than the limited exceptions outlined in Procedure 2.01 below.
- 1.02 Oklahoma State University Institute of Technology recognizes that employees may be called upon to perform services over and above their assigned workload. When such additional services are required, additional compensation may be justified. Employees may also perform certain outside activities not connected with Oklahoma State University Institute of Technology for which they may or may not be compensated. The following guidelines establish the institution's position on these two topics.

PROCEDURES

- 2.01 Outside Activities
- A. Employees are encouraged to engage in some outside activities which are related to their professional field, contribute to their personal development, and enhance the community in which they live.
 - B. Employees may engage in outside activities that do not interfere with the performance of their assigned responsibilities and do not constitute a conflict of interest with Oklahoma State University Institute of Technology, the Oklahoma State University and the A&M Board of Regents' policies, or the state of Oklahoma.
 - C. Employees, including faculty and those with administrative assignment, must receive prior approval from their immediate supervisor before engaging in any outside activities which (1) are remunerative, (2) constitute a potential conflict of interest, or (3) consume time normally devoted to assignments and responsibilities. Employees will inform their immediate supervisor of outside activities.

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

2.02 Extra Compensation

- A. Each employee of Oklahoma State University Institute of Technology has assignments in instruction, administration, supervision, work assignments, serving on committees, participating in professional organizations, and/or performing public service on behalf of the institution.
- B. Employees shall not receive extra compensation for the above assignments and responsibilities except under special circumstances.
- C. In special circumstances and in accordance with schedules established by Oklahoma State University Institute of Technology, extra compensation may be paid for teaching classes as an overload to normal assignments, and to classified employees who work overtime in accordance with the overtime policy.
- D. This policy applies to all employees, whether full-time or part-time, continuing or temporary.

2.03 Conflict of Interest

74 O.S. 1971 Sec. 1404 reads as follows:

No University employee shall:

- A. Directly or indirectly solicit or accept compensation, gift, loan, entertainment, favor or service given for the purpose of influencing such employee in the discharge of official duties. Provided, however, that this section shall not apply to bona fide campaign contributions;
- B. Use assigned office position to solicit or secure special privileges or exemptions for self or others, except as may be provided by law;
- C. Disclose or offer to disclose confidential information acquired by reason of official position to any person, group or others not entitled to receive such confidential information, nor shall such information be used for personal gain or benefit;
- D. Sell, offer to sell, or cause to be sold, either as an individual or through any business enterprise in which the employee holds a substantial financial interest, goods, or services to any state agency or to any business entity licensed by or regulated by the state agency, except as provided in Section 1405(a) of this title;
- E. Receive or solicit any compensation that would impair the employee's independence of judgment, for services as an officer or employee of any state agency, from any source other than the State of Oklahoma unless otherwise provided by law; or

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

- F. Accept or solicit other employment which would impair the employee's efficiency or independence of judgment in the performance of public duties.

Amended by Laws 1976, c. 153, Sec. 1.

Approved: August 1996
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