

	Policy Owner:	Vice President and Chief Human Resources Officer	
	Responsible Office:	Human Resources	
	Origination Date:	10/01/1993	Last Revised: TBD
	Policy Title:	1.09 Conditions of <u>Outside Employment</u>	

Definitions

Regular Employee: An employee working in a half-time to full-time position that is expected to continue for at least six months.

Policy

[Rehires section moved to 1.08 Recruiting and Hiring]

Rehires

University hiring officials may and will consider the previous work history of any applicant for employment, at Northern Arizona University or elsewhere, including reasons for termination. If the employee is rehired within one year, the employee will receive credit for any unused sick leave accumulated at the time of prior termination, and prior months/years of service will be restored for vacation computation purposes. However, if the rehired employee retired and previously received a sick leave payout, no reinstatement or credit will be available. A rehired classified staff employee will serve the regular six month new classified staff employee probationary period.

Outside Employment/Supplemental Activities

Employees may obtain outside employment or render professional services provided it does not in any way interfere with the University duties of the employee, and the outside employment is fully consistent with all rules promulgated by the University and the Arizona Board of Regents.

Upon accepting employment with the University, ~~each individual~~ Regular Employees agrees that the University shall be the employee's primary employer. The employee further agrees that, should conflicts in work schedules occur due to shift or job reassignment or for any other reason, the work schedule at the University shall be the employee's primary obligation.

[Licensing/Certification Requirements section moved to 1.09 Conditions of Employment]

Licensing/Certification Requirements

The employment of an employee whose duties require a license or certification from any federal or state governmental agency must provide verifiable proof prior to hire that such requirements have been met. An employee agrees that any licensing/certification requirements will be maintained for the duration of their employment. Failure to do so may result in termination of employment. University and student employees whose assignments require a valid driver's license or a commercial driver's license must report immediately to their supervisor/director should their driver's license be invalidated or suspended. Failure to do so may result in termination of employment.

Related Information*

[ABOR Policy 6-705 Outside Employment](#)

Policy History*

01/01/2000: Policy revised.

10/01/1993: Policy adopted.

* Related Information and Policy History are solely for the user's convenience and are not part of the official university policy.

DRAFT - Open for Comment