



XAVIER UNIVERSITY Outside Employment

Effective: April 30, 2008

Last Updated: November 10, 2025

Last Review: November 10, 2025

Responsible University Office: Human Resources

Responsible Executive: Vice President for Human Resources, CHRO

Scope: All University Employees

A. POLICY

Employees of Xavier University should not engage in any activity that jeopardizes the interests or reputation of Xavier University or compromises the employee's integrity or ability to fulfill the obligations of their employment at Xavier University.

Employment by Xavier University shall be considered an employee's primary occupation and take precedence over all other occupations, as it pertains to the employee's scheduled time. Full-time employees shall not have other employment that presents a "time conflict." Part-time employees are expected to work the agreed-upon schedule.

No employee, regardless of employment status, shall have other employment that presents a conflict of interest with the employee's position or Xavier University.

B. HISTORY

The Essential Personnel – Operations policy was updated with minor changes in December 2025. The policy was previously titled as "Second Jobs Policy".

C. POLICY REVIEW SCHEDULE

Next Review: To be determined.

Other applicable policies and/or resources: Conflict of Interest