



XAVIER UNIVERSITY

Second Jobs (Outside Employment)

Effective: April 30, 2008

Last Updated: April 30, 2008

Last Reviewed: March 29, 2023

Responsible University Office: Human Resources

Responsible Executive: Associate Vice President for Human Resources

Scope: All University Employees

A. REASON FOR 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 conflict of interest with the employee's position or Xavier University.

Other applicable policies and/or resources:

Conflict of Interest