

**ELIZABETH CITY STATE UNIVERSITY**  
**Secondary Employment**

**Preamble**

The employment responsibilities to Elizabeth City State University (ECSU) are primary for any employee working full-time; any other employment in which that person chooses to engage is secondary. An employee shall have approval from the immediate supervisor and the Chancellor or his designee, before engaging in any secondary employment. The purpose of this approval procedure is to determine that the secondary employment does not have an adverse effect on the primary employment and does not create a conflict of interest. These provisions for secondary employment apply to all employment not covered by the policy on Dual Employment. To the extent that any provision of this policy conflicts with the Office of State Human Resources (OSHR) policy on Secondary Employment, the OSHR version shall control.

**1. University Responsibility**

- A. Secondary employment shall not be permitted when it would:
  - 1. create either directly or indirectly a conflict of interest with the primary employment;
  - 2. impair in any way the employee's ability to perform all expected duties, to make decisions and carry out in an objective fashion the responsibilities of the employee's position.
- B. If the secondary employment has any impact on or may create any possibility of conflict with State operations, the form must be approved by the State Human Resources Director in conjunction with the Board of Ethics.
- C. The employee shall have approval of the immediate supervisor and the Chancellor or his designee, before beginning any secondary employment. Approval of secondary employment may be withdrawn at any time if it is determined that secondary employment has an adverse impact on primary employment.
- D. ECSU has developed a Secondary Employment Form that is consistent with the model provided by the Office of State Human Resources.

**2. Employee Responsibility**

It is the responsibility of the employee:

- A. to complete a Secondary Employment/Notice of Intent to Engage in External Professional Activities for Pay Form for all employment that is not covered by Dual Employment, and
- B. to update the form annually, as well as to document changes as they occur.