Secondary Employment Policy

Authority Source: Vice-Chancellor

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Custodian: Chief Executive, People and Diversity

Contact: ucpeople@canberra.edu.au

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Status: Published

In developing this policy the University had regard to the provisions of section 40B(1)(b) of the Human Rights Act 2004 (ACT).

PURPOSE:

This policy seeks to develop a consistent and transparent approach to applying for and undertaking secondary employment, and to ensure that any outside employment is undertaken in a manner that is consistent with the employee's obligations to the University, beyond any conflict of interest.

SCOPE:

This policy applies to all University employees, covering all secondary employment. This policy does not apply to unpaid scholarly activities that form part of an academic employee's workload, nor does it cover unpaid community and volunteer work undertaken outside of working hours.

PRINCIPLE:

1. The University recognises that some secondary employment is of benefit to the University, its students and the employee, and should therefore be encouraged where the principles of this policy are satisfied.
2. There is no specific entitlement for employees to engage in outside commercial work in their own right, through consulting companies in which they have an interest, or under contract to another party.
3. Employees must ensure that there is no conflict of interest between their private commitments (paid or unpaid) and their obligations to the University, consistent the University's *Charter of Conduct and Values*. The University will have the deciding view on whether a conflict of interest exists following consultation with the employee.
4. At no time can an employee, acting in a private capacity, compete with the University for funding or business.
5. In undertaking secondary employment, an employee is not permitted to:
    - Use work time, premises, or resources;

- Use University name or the employee's connection to the University;
- Hold out that they act on behalf of the University; or
- Work in conflict with, or at the expense of, their primary University employment and associated workload.

6. It is recognised that casual and part-time employees with professional backgrounds may continue to engage in work in their profession and/or operate their own private practices. Where a part-time employee is undertaking other employment, a declaration is required where it is open to perception of conflict of interest. The onus is on the employee to ensure that any such declaration is made.

7. Where approved secondary employment is undertaken as a consultancy, the employee will ensure that they act consistently with the relevant Research Services Office and Finance and Business Services policies and procedures.

Approval Requirements

1. Consistent with the above principles, an employee must seek written approval from the relevant delegate. In so doing, the employee will set out the specific details of the secondary employment consistent with principles 2 through 5**.**

2. The onus is on the employee to inform the delegate where changes are made to any aspect of the approved secondary employment.

3. Any decision made by the relevant Delegate is final and not open to review

4. Secondary employment undertaken without prior written approval as specified in this policy will be considered a breach of this policy and the *Charter of Conduct and Values* and may result in disciplinary action being taken, up to and including dismissal.

RESPONSIBILITIES:

A high-level summary of key roles and responsibilities in regards to this policy are outlined in the Table below.

Who	Responsibilities
Vice-Chancellor	Approve policy changes
Senior Managers of Faculties, Business Units and Research Institutes	Approve secondary employment; and Advise employees of their obligations in accordance with this policy.
Employees	Understand their obligations, and seek approval for secondary employment.

SUPPORTING INFORMATION:

Governing Framework

This policy is governed by:

- Charter of Conduct and Values

- Delegations of Authority Policy

DEFINITIONS:

Terms	Definitions
Nil	