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## Policy Information

**Effective Date:**

September 1, 1988

**Last Revised Date:**

January, 2020

**Reference:**

University Staff Manual 5-104

Classified Staff Human Resources Policy Manual 411.0

**Responsible Unit:**

Division of Human Resources

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## Policy

Deans, Directors, Managers, Supervisors, and all other officials of the University may employ those Classified Staff and University Staff employees within their jurisdiction only for activities that are directly related to University business. Such administrators may not enter into non-University employment relationships with those staff employees within their jurisdiction for activities that take place off campus and/or are not related to University business.

University officials may not use their influence or positions of authority in such a way as to gain favors or obtain the services of Classified Staff or University Staff employees from outside their colleges or departments in a non-University setting.

## Revision History\*

1/17/2020

Cross-listed in UHAP, June 2015

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