

SECONDARY EMPLOYMENT OF A UNIVERSITY CLASSIFIED EMPLOYEE THROUGH THE  
RESEARCH FOUNDATION

Revised November 1, 2005

- Written approval for outside employment by ODU classified employees through the Research Foundation must be obtained and placed on file with the University's Department of Human Resources and the Research Foundation.
- Approval is obtained by completing an "Old Dominion University Classified Employee Secondary Employment with ODURF Guidelines and Approval Form" and obtaining **required approval signatures from the employee's supervisor and the appropriate ODU Dean or Vice President *prior to work being authorized.***
- "Old Dominion University Classified Employee Secondary Employment with ODURF Guidelines and Approval Form" is available in the forms section of the Research Foundation website or from the ODU Human Resources Department or the Research Foundation Human Resources Department.
- The completed and signed "Old Dominion University Classified Employee Secondary Employment with ODURF Guidelines and Approval Form" must be forwarded to ODU Human Resources and a copy attached to the ODURF Payroll Authorization Form (108) authorizing the work.
- Employment status at the Research Foundation will be "Temporary" (hourly paid).
- ODU classified employees must complete new hire paperwork at the Research Foundation *prior to work being authorized.* The Research Foundation is a separate corporation.
- ODURF time sheets must be completed for all hours worked indicating "in" and "out" times outside of the employee's ODU work schedule. **Each time sheet *must* be signed by the employee, the PI or authorized signatory, and the appropriate ODU Dean or Vice President.**

**Old Dominion University Classified Employee Secondary Employment With  
Old Dominion University Research Foundation (ODURF)  
Guidelines and Approval Form**

Guidelines:

- ❑ The Commonwealth of Virginia Standards of Conduct Policy 1.60 states the following regarding outside employment:
  - Employees are required to notify agencies of outside employment.
  - Written approval for outside employment must be obtained from the supervisor and placed on file with the Department of Human Resources. Outside employment may not be permitted if it is deemed to affect employee's work performance or is determined to be in violation of the Virginia Conflict of Interest Act.
  - Employees are prohibited from engaging in outside employment during the hours that they are employed by the agency.
  
- ❑ When performing work for ODURF, this is considered *secondary employment* and *cannot* be conducted during an employee's regular working hours for Old Dominion University.
  
- ❑ Formal *written approval* must be obtained from the Dean or Vice President in order for classified employees of the University to work for ODURF. The written approval *must* be forwarded to ODU Human Resources to document approval.
  
- ❑ A timesheet must be completed for all hours worked for ODURF.
  - When completing ODURF timesheets, indicate your employment status as a University employee by checking the 'Yes' box in the upper right hand corner of the timesheet.
  - All ODURF timesheets *must* indicate the time 'in' and 'out' for each day work is performed for ODURF. THIS TIME CANNOT OVERLAP with the employee's ODU work schedule.
  - Each timesheet *must* be signed by the *employee*, their *supervisor* (ODURF), and the *Dean or Vice President*. If all signatures are not present, the timesheet will be *deemed invalid*.

**Detach**

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Approval:

Employee Name: \_\_\_\_\_ Employee's ODU Work Schedule: \_\_\_\_\_

Describe type of work to be conducted for ODURF: \_\_\_\_\_

\_\_\_\_\_

All classified employees intending to accept employment with Old Dominion University Research Foundation must sign below indicating that they understand the guidelines as noted above. The signature below also signifies that the employee understands that any breach of the guidelines as listed can result in corrective action with the University, up to and including termination.

\_\_\_\_\_  
ODU Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ODU Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean or Vice President Signature

\_\_\_\_\_  
Date

**\*\* This form must be completed & submitted with application for employment with ODURF and a copy must be turned into ODU Department of Human Resources \*\***