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Subject: Change in Review Process of Outside Employment Requests and  
Telecommuting Agreements

According to university policy, requests for Outside Employment and Telecommuting must be reviewed and approved at the beginning of each new fiscal year. This year, we have decided to change the process to make it more efficient. Annual requests for Outside Employment and Telecommuting Agreements will not have to be submitted to Human Resource Services (HRS) for review and approval if the:

- Request for Outside Employment and Telecommuting was previously approved by HRS during the last fiscal year and;
- There have not been any substantial changes in the employee's position and duties at UT. If there has been a significant change in the employee's position at UT and/or his/her Outside Employment or Telecommuting Agreement, the request for Outside Employment and Telecommuting must be submitted to HRS for review and approval. For example, a substantial change for Outside Employment would be changed employer or employee's status changes from part-time to full-time. For Telecommuting, a change in job responsibilities that involves face-to-face contact with customers and clients.

Although HRS will not need to review requests that have been previously approved, it is necessary for the employee to obtain supervisory approval to continue to engage in the Outside Employment or Telecommuting arrangement. Supervisors should maintain a copy of their approval for future references.

If the employee is submitting a new Outside Employment or Telecommuting request, it must be routed through HRS for review and approval to be in compliance with current policy and practice.

For questions, please call (512) 232-2444.