

Paid Outside Work Procedure

Version 1 - Reconfirmed 30 January 2025

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Purpose

This procedure describes the general requirements that apply to all University staff in undertaking paid outside work, when approval is required and the process for that approval.

Applicable governance instruments

Instrument	Section	Principles
<i>People Policy</i>	3 Consultancy and Paid Outside Work	3.3
<i>Behaviour Policy</i>	1 Behaviour	1.3
<i>Compliance Policy</i>	2 Conflict of interest 3 Foreign influence and foreign interference	2.1 – 2.2 3.1 – 3.3
<i>Procurement Policy</i>	2 Transparency and integrity	2.1-2.3
<i>Safety and Wellbeing Policy</i>	1 People Safety and Wellbeing	1.3
<i>Personal Information Protection Act 2004 (Tas)</i>		

Procedure

1. Introduction

1.1. The University recognises the benefits to staff in undertaking paid outside work while also working for the University, including:

- providing an additional source of income.
- engaging with our community in a meaningful way.
- opportunity to learn new skills or build and maintain existing skills.
- opportunity to use skills and talents related to the staff member's interests.

1.2. There are risks to the University when staff members engage in outside work, such as risks relating to organisational reputation, staff health and safety through overwork, conflicts of interest, use of intellectual property and University resources.

As the University receives public funding, it is important that paid outside work is disclosed and managed appropriately and with transparency.

The objectives of this procedure are to:

- manage these risks, to maximise the opportunity for staff members to engage in paid outside work where the risks can be managed.
- ensure that staff across the University are treated fairly and consistently.

1.3. The general requirements for paid outside work, in section 3 below, apply to all University staff irrespective of fraction, including casual employees. Some types of work and work in certain circumstances requires approval. The requirement to seek approval described in section 4 applies to staff on 50 percent or above fixed-term, continuing contingent funded or ongoing appointments.

2. Paid outside work

2.1. Paid outside work is any activity that a staff member receives financial benefit for (e.g., salary, wages, or in-kind payment, such as, free travel or subsidised housing).

2.2. Paid outside work includes:

- a) work that is approved through other formal contracted arrangements involving the University, such as conjoint or clinical appointments and external secondments
- b) private consultancies
- c) one-off university service academic work
- d) casual appointments
- e) staff member providing services to the University as a contractor
- f) appointments as a director, secretary, board member, public or executive officer of an external entity
- g) work undertaken by University Committee Members, including board members for controlled entities.

3. General requirements

- 3.1. The general requirements described in this section apply to all University staff, including part-time and casual employees.
- 3.2. When engaging in paid outside work, all University staff must ensure that the paid outside work:
 - a) Does not interfere with their ability to safely and effectively perform their University duties (such as resulting in overwork, while this is an individual's accountability, we care for our staff and prioritise work life balance).
 - b) Does not conflict with the performance of their University duties and obligations.
 - c) Is not undertaken during hours for which they are receiving payment from the University (noting that flexible arrangements may be in place in line with our *Flexible Working Arrangements Procedure*).
 - d) Does not create a risk to the University's reputation (such as paid outside work for a third party whose values conflict with the University's).
- 3.3. With the exception of university service academic work (such as refereeing scholarly work, delivering guest lectures – see examples in Schedule A) in undertaking the work, the staff member must ensure they:
 - i. Do not use University resources, including University-owned intellectual property, University staff or students, or University office space or other facilities (see examples in Schedule B).
 - ii. Avoid any implication that they are engaging in the outside work on behalf of the University including not using their University title or position, or the University's name, brand, address, stationary, email, telephone or premises.
- 3.4. The University's insurances do not cover the paid outside work of staff. The staff member will need to obtain their own insurances, if required.

4. Paid outside work approval requirements

- 4.1. The requirements of this section apply to University staff on 50 percent or above fixed-term, continuing contingent funded or ongoing appointments.
- 4.2. Staff members must obtain prior approval from their appropriate delegate (line manager for professional staff and Head of Academic Unit for academic staff) to undertake the following types of paid outside work:
 - a) Outside tuition or support of university students.
 - b) Work for another university, research institute or higher education provider, except for university service academic work (see Schedule A).
 - c) Work for the University, outside of the staff member's employment (e.g., being engaged by the University as a sole trader contractor in addition to existing University employment, for example, to deliver a welcome to country or musical performance). See the *Procurement Procedure* for additional sole trader contractor engagement requirements.
- 4.3. Paid outside work does not require approval for all circumstances outside of those listed above (for example, approval is not required for; professional practice that enables a staff member to maintain skills directly related to their University employment, such as, clinical

appointments or work unrelated to the staff member's employment, such as, hospitality, market stall business or sports refereeing). Consideration for any [conflicts of interest](#) is still required.

- 4.4. Line manager approval is also required (and should be sought at the same time) for any paid outside work that:
- a) Will create an actual, perceived or potential [conflict of interest](#)
 - b) Is with a [foreign government or foreign university](#).

5. Application for approval

- 5.1. An application for approval to undertake paid outside work is made by submitting a [Paid Outside Work Application Form](#).
- 5.2. Applications must be made:
- a) On commencement of employment at the University, or
 - b) Prior to any commencement of paid outside work.
- 5.3. The application for approval to undertake paid outside work must include the following information:
- a) Details of the proposed paid outside work
 - b) A plan for the management of any safety, operational or reputational risks that may arise.
- 5.4. When considering a staff member's application to undertake paid outside work, the appropriate delegate (line manager for professional staff and Head of Academic Unit for academic staff) can approve the application provided they are satisfied that:
- The outside work does not expose the staff member to any health, safety or wellbeing risks (e.g., overwork) in their University employment.
 - The outside work does not impact the staff member's ability to perform their University duties.
 - The outside work is not based in any way on intellectual property owned by the University or in which the University has an interest.
 - Any actual, perceived or potential conflicts of interest between the staff member's outside work and their duties to the University, are managed through the Conflict of Interest process.
 - The outside work is not in competition with services provided by the University.
 - The work will not negatively impact on the University's activities or reputation.
 - The outside work does not involve the inappropriate use of University resources.
- 5.5. Where an application is approved, and there are substantive changes to the paid outside work arrangements, the staff member must submit a new application for approval.

6. Privacy and reporting

- 6.1. All information obtained in the application and approval of paid outside work will be maintained in confidence and processed in accordance with the University Privacy Statements and privacy principles in the *Personal Information Protection Act 2004* (Tas).
- 6.2. Information provided in applications will be confidentially reported on an as needs basis (e.g., to Heads of Schools or Colleges and reports containing de-identified information may

also be provided to the Audit and Risk Committee, and through that committee to University Council, to inform the committee and Council on trends in relation to paid outside work.)

7. Breach of procedure

- 7.1. If staff undertake paid outside work that does not comply with the requirements of this procedure, it may constitute misconduct and disciplinary action may be taken in accordance with University policy and the *University of Tasmania Staff Agreement*.

Related procedures

Behaviour Procedure

Conflicts of Interest and Gifts and Benefits Declarations Procedure

Procurement Procedure

Flexible Working Arrangements Procedure

Versions

Version	Action	Approved By	Business Owner/s	Approval Date
Version 1	Approved	Chief People Officer	Chief People Officer	23 January 2024
Version 1	Reconfirmed, unchanged	Chief People Officer	Director Workplace Relations	30 January 2025

Schedule A: University Service Academic Work

University service academic work is occasional, normally once-off and related to the individual staff members field of expertise.

Examples of this work includes:

- Refereeing of articles, papers and books or similar scholarly work.
- Examining for educational or professional bodies.
- Delivering occasional guest lectures, seminars and conference papers or sessions.
- Providing occasional performances, exhibitions, media contributions and appearances.
- Writing, editing, reviewing of scholarly work.
- Membership of editorial boards.
- Membership of grant review committees and similar duties for granting bodies.
- Service on community, educational, and professional boards, committees or groups.

Schedule B: University Resources

University resources are resources paid for by the University, and include (but are not limited to):

- University-owned intellectual property.
- Time of other University staff or students.
- All facilities, equipment, space and assets.
- IT resources, such as email accounts, phone numbers, computers, servers, telephones and printers.