

OFF-CAMPUS EMPLOYMENT POLICY

APPROVED BY POLICY COMMITTEE 10/2/23

Effective Date 10/18/2023

(Impact Area – Dept Name) SUNY Morrisville *Morrisville Campus *Norwich Campus *EOC	(General Subject Area)	(Specific Subject Area)
	Author: Human Resources	Supersedes Policy #
Relates to Procedure #	Impact:	
Legal Citation (if any):		
SUNY MORRISVILLE		

Policy Summary

[Page 1 of 2]

As a New York State employee, there are restrictions on how much outside work may be performed and limitations on conducting outside business while employed at SUNY Morrisville.

- 1) Intra-campus mail system may not be used to promote personal business. Use of state-owned equipment for personal business is prohibited.
- 2) Personal business may not be conducted during your working hours (e.g., selling materials, in person or on the phone, or via personal cellular phone).
- 3) Performing extra service work for another state agency requires the permission of the College President. Earnings are limited to a maximum of 20% of annual salary for extra service with another State agency. (The required forms for extra service are available in the Office of Human Resources.)
- 4) Employment that interferes with ability to complete professional obligation is prohibited.

Related Information

1. SUNY Morrisville employees may use the “Notification of Outside Activity/Consulting” form as notification of engagement in professional and outside activities and consulting. This notification should be completed before engaging in any outside activity/consulting and returned to the ethics officer who is currently Amy McLaughlin, Director of Human Resources, mclaugai@morrisville.edu. The form can be found at: <https://www.morrisville.edu/sites/default/files/entity-browser-files/Notification%20of%20Outside%20Activity%20Form.pdf>
2. SUNY Morrisville’s “ADMIN-111 Code of Ethics Policy”:
<https://www.morrisville.edu/policies/admin/admin-111-code-of-ethics-policy>
3. NYS Commission on Ethics and Lobbying in Government – Outside Activities -
<https://ethics.ny.gov/outside-activities>

Contact Information

Human Resources
3rd Floor, Brooks Hall
Morrisville, NY 13408

Phone: (315) 684-6038