

	Vice-President, Human Resources		
	Replaces the UNSW Policy on Paid Outside Work approved by the Deputy Vice-Chancellor (Academic Affairs) in February 1995		
<b>Review</b>	January 2014		
<b>File Number</b>	2015/37897		
<b>Associated Documents</b>	Conflict of Interest Policy Code of Conduct Intellectual Property Policy Competitive Neutrality and Pricing Procedure for Pricing of Externally Funded Research		
<b>Version</b>	<b>Authorisation</b>	<b>Approval Date</b>	<b>Effective Date</b>
2.11	Administrative update by Acting Head of Governance	27 November 2015	27 November 2015

*Notwithstanding section 1.2.1, 1.2.2, and 1.2.3, this policy does not apply to Staff at AGSM until a date to be advised.*

## 1. SECTION ONE

**This section applies to all types of paid outside work**

### 1.1 INTRODUCTION

#### 1.1.1 Rationale

The University recognises the value of academic staff ("Staff") having the opportunity to undertake a limited amount of Paid Outside Work and therefore gives Staff the opportunity to perform that work, especially where this can:

- improve the quality of teaching and research;

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## 1.8 USE OF UNIVERSITY RESOURCES

The University's Code of Conduct requires staff to avoid improper use of the resources of the University for private gain or the gain of a third party. Contracts for Paid Outside Work where the use of the University's resources is approved must comply with the University's Competitive Neutrality and Pricing Policy and the terms of any applicable license agreements to which UNSW is party.

## 1.9 REFERENCE TO UNIVERSITY

Reference to the University in connection with Paid Outside Work must be in accordance with the Code of Conduct

## 1.10 INVOLVEMENT OF PROFESSIONAL & TECHNICAL STAFF AND STUDENTS

Staff must obtain the permission of the Head of School before involving Professional & Technical (P&T) staff in Paid Outside Work, whether this involvement is on a paid or unpaid basis.

In considering whether to grant permission, a Head of School must take account of the employment contract of the member(s) of P&T staff and determine if the proposed work is consistent with that contract and may require the written consent of the P&T staff member.

Where a Head of School approves that the work can be carried out during normal working hours, the School must be fully reimbursed for the time worked. The engagement of students in the support of any form of outside work by members of staff:

- (i) must be voluntary. Staff must obtain the [agreement of the student in writing](#) and produce it to the Head of School before any work is done by the student;
- (ii) can only occur with the permission of the Head of School;
- (iii) must be appropriately remunerated;
- (iv) must not affect adversely or prejudice the study program of the student(s);
- (v) for postgraduate students, must not exceed the time allowed for outside work as specified in the conditions for Australian Postgraduate Awards, or any other scholarship award conditions that might apply at any given time; and
- (vi) must be on the basis of full indemnity for the University.

Staff must ensure that any actual or potential conflict of interest in employing students is dealt with in accordance with University policy.

## 1.11 INTELLECTUAL PROPERTY

Any intellectual property issue likely to affect UNSW that arises or is likely to arise in relation to Paid Outside Work must be clarified in writing with the University and the client before undertaking the work or, if it arises subsequently, at the earliest time possible.

## 1.12 STAFF RESPONSIBILITY

Failure to comply with this Policy, the UNSW Code of Conduct and/or the Policy on Conflict of Interest may be treated as misconduct/serious misconduct and result in disciplinary action.

Staff are also responsible for and should take their own advice on their personal legal obligations relating to the performance of Paid Outside Work. These include taxation obligations and professional obligations such as registration requirements and compliance with professional standards.

**2.0 SECTION TWO**

**University Paid Outside Work**

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## Appendix A: History

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