



## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>Outside Activities for Support Staff</b>
<b>Effective Date:</b>	November 15, 2011
<b>Revised Date:</b>	
<b>Review Date:</b>	November 15, 2021
<b>Approving Body:</b>	Board of Governors
<b>Authority:</b>	<i>University of Manitoba Act</i>
<b>Responsible Executive Officer:</b>	President
<b>Delegate:</b>	Vice-President (Administration)
<b>Contact:</b>	Executive Director of Human Resources
<b>Application:</b>	All Support Staff (see below)

Group:

- (a) Support Staff Excluded from Bargaining Units as Members of the Board;
- (b) The Executive Staff (Support Staff Members only);
- (c) Excluded Management, Administrative and Professional Staff;
- (d) Medical Practitioners and Administrators;
- (e) Nurses in Northern Manitoba;
- (f) Out of Province Support Staff;
- (g) Student Support Staff; and
- (h) All Support Staff in bargaining units.

### **Part I Reason for Policy**

To identify the primary obligation for support staff to perform their University responsibilities and to provide opportunities for support staff to engage in outside activities that may otherwise appear to conflict their University duties.

## **Part II Policy Content**

All support staff have employment obligations to the University as set out in their job descriptions, letter of offer or other related employment material. Many University employees have interests outside their employment with the University, either of a voluntary nature or for remuneration. This Policy is intended to encourage outside activities in a way that does not conflict with employment obligations to the University.

### **2.1 Definition of Outside Activities**

Outside Activities shall mean activities of a substantial or ongoing nature, whether remunerated or non-remunerated that broadly relate to an employee's work or function at the University, but are beyond and outside the normal scope of employment, such as self-employment or consulting activities.

### **2.2 Request for Absence**

Support staff employees should not engage in outside activities that conflict or interfere with the fulfillment of their employment obligations to the University without the prior written consent of their supervisor or the person to whom they report.

### **2.3 Approval for Absence**

Consent from the Supervisor must be obtained for activities in which the University derives or would derive a benefit through participation of its employees in these activities, such as professional associations in fields related to the University work, or in instances where the employee has made appropriate arrangements for an unpaid leave of absence, secondment or other suitable paid personal time off from work. Supervisors may, from time to time, review agreement to consent to these outside activities.

### **2.4 Use of University Infrastructure**

Outside activities should not involve the Use of the University's facilities, equipment, supplies or services without the prior written consent of the Vice-President (Administration), who may require that the cost of such use of facilities, supplies or services be reimbursed to the University.

### **2.5 Report of Outside Activities**

Upon written request from the Supervisor a support staff employee may be required to provide a written report of the extent and nature of any outside activities of a substantial or ongoing nature.

### **2.6 Administration in accordance with the Conflict of Interest Policy**

This Policy shall be administered in accordance with the Conflict of Interest Policy and, here there is conflict between the provisions of this Policy and the Conflict of Interest Policy, the provisions of the Conflict of Interest Policy shall prevail.

### **Part III Accountability**

- 3.1 The University Secretary is responsible for advising the President that a formal review of this Policy is required.
- 3.2 The Executive Director of Human Resources is responsible for the implementation and compliance of this Policy.

### **Part IV Authority to Approve Procedures**

- 4.1 The Vice-President (Administration) or the President may approve Procedures, if applicable, which are secondary to and comply with this Policy.

### **Part V Review**

- 5.1 Formal Policy reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is November 15, 2021.
- 5.2 In the interim, this Policy may be revised or rescinded if:
  - (a) the Approving Body necessary; or
  - (b) the relevant Bylaw, Regulations or Policy is revised or rescinded.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
  - (a) comply with the revised Policy; or
  - (b) are in turn rescinded.

### **Part VI Effect on Previous Statements**

- 6.1 This Policy supersedes Policy: Outside Activities – Support Staff (January 23, 1997).

**Part VII**  
**Cross References**

7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

(a) Policy: Conflict of Interest