



DES MOINES UNIVERSITY

POLICIES AND PROCEDURES

Department: Des Moines University Osteopathic Medical Center
Subject: Disclosure of Industry Relationships and Secondary Employment
(formerly *Dual Employment Policy*)
Date Issued: October 21, 1996
Reviewed: January 1, 2010
Approved By: Steve Dengle, Interim President

I. Purpose

The University recognizes that secondary employment and compensation arrangements of its employees can create conflicts of interest and effort as well as potential legal issues. This policy is intended to provide for disclosure and monitoring of such relationships to ensure that conflicts of interest and effort and potential legal issues are properly managed.

II. Policy

All full-time, exempt employees (including faculty) of the University are expected to consult with and seek authorization from their supervisor (faculty members must also have approval from the Dean) before entering into a secondary employment or compensation arrangement on a full-time, part-time or consultative basis. Secondary employment and compensation arrangements include but are not limited to teaching, professional services, consulting services, speaking engagements, board membership, writing services and the like for which compensation of any type is received. Secondary employment and compensation arrangements do not include stipends/honoraria paid for service on a committee or board of a national board exam for a health care profession, service on a grant review panel, or service on a professional or institutional accreditation. The University reserves the right to deny or approve such secondary employment and compensation arrangements according to its impact on normal job responsibilities of the employee or on the operations of the University.

III. Procedures

- A. A Disclosure of Industry Relationships and Secondary Employment form shall be completed with a copy of a written letter agreement or contract by the employee seeking the secondary employment or compensation arrangement and forwarded to the appropriate supervisor and/or Dean.

- B. If secondary appointment is approved, the following guidelines will be enforced:
1. The additional employment, if possible, should occur outside of the normal business hours of the University (normal hours are considered to be 8:00 a.m. to 5:00 p.m. or approved alternative work schedule). If the additional employment is during normal business hours, three options exist: 1) the employee shall use vacation or personal leave time to compensate for the time off campus, 2) services rendered shall be made payable to the University and credited to the department's account; or 3) the employee shall donate his/her time as community service.
 2. Compensation for the additional employment shall be retained by the employee provided that it was earned during non-University time (evening, weekend, or vacation/personal leave).
 3. University staff and supplies, copy services, etc., may not be used to provide services for the additional employment (i.e., if a faculty member is teaching at another institution in the evening, University secretarial staff cannot be used to type exams, handouts, etc., to be used at the other institution).
 4. University malpractice insurance does not extend to activities conducted outside the scope of employment at Des Moines University Osteopathic Medical Center.
 5. An employee who has received approval for secondary employment or compensation arrangement must provide the current or updated copy of the letter agreement or contract throughout the duration of the secondary employment or compensation arrangement to his/her supervisor and/or Dean if applicable.