

Secondary Employment Policy

Version Control History

Version Number	Date of Change	Summary of Revisions Made
1.0		Draft December 2015
2.0	April 2026	Revised. Change of policy name (Prev. Work Outwith College Employment Policy), updating job titles, responsibilities, UHI Perth branding, including new NFI detail, updated approval process, removal of linked policies and legislation, included right to appeal and details for zero hours contracts.

Secondary Employment Policy

1 Purpose

This policy sets out UHI Perth's position with regard to employees obtaining secondary employment.

2 Scope

This policy applies to all UHI Perth employees.

For employees who hold a zero-hour contract UHI Perth cannot refuse an employee's request for secondary employment that will prevent them from accepting work elsewhere but do request that they are kept informed as per this policy.

3 Definitions

Secondary employment for the purposes of this policy is any work, whether paid or unpaid (including volunteer work), with any employer/organisation other than UHI Perth, including self-employment and on any type of contractual arrangement.

The carrying out of public duties does not count as secondary employment, nor do outside interests such as personal investments.

4 Key Principles

Any employee who wishes to take another job or undertake work of any kind, (eg Self-employed, paid or unpaid, volunteer work), out with UHI Perth, must, before commencing the activity, complete the notification of secondary employment form and be granted written permission.

This form should be discussed with staff members line manager and submitted to HR for consideration by Senior Leadership Team (SLT). The decision will be confirmed in writing within 2 weeks of the request being submitted to SLT.

UHI Perth permits secondary employment and will not unreasonably withhold approval, provided it does not interfere with the employee's role, compete with, or conflict with the aims of the College.

UHI Perth reserves the right to refuse the employee's request for Secondary employment if:

- the work is with a competitor organisation (including self-employment) or an organisation engaged in the same type of business
- The work would mean the employee would be using UHI Perth time, resources or intellectual property

- the work is with a customer or client of UHI Perth
- the work is with an organisation that provides goods or services to UHI Perth or has any other type of contractual arrangement UHI Perth
- the type of work involved might, in the opinion of UHI Perth represent a conflict of interest or might reflect badly on the reputation of UHI Perth
- the hours of work would be likely, in the opinion of UHI Perth, to interfere with the employee's performance and attendance
- the hours involved in the work might have an adverse impact on the employee's availability to work, as required by their contract of employment; or
- the total number of hours worked in both jobs would be likely, in the opinion of UHI Perth, to impact on health and safety, or contravene any of the provisions of the Working Time Regulations 1998.

Where permission for secondary employment is granted, the employee's manager will review the arrangement at least annually as part of the professional review process. If concerns arise at any time, the manager will meet informally with the employee to discuss the matter.

UHI Perth may withdraw permission for secondary employment where, in the manager's reasonable view, it is proven to be adversely affecting performance, attendance, timekeeping, or any other aspect of employment.

Where permission is to be considered to be withdrawn, the line manager will notify HR and arrange to meet with the employee. An outcome will be provided in writing, noting the reasons and will give reasonable notice to allow the employee to consider their options.

Any employee who acts in breach of this policy may be subject to disciplinary action in line with UHI Perth Staff Disciplinary Policy and Procedures.

5 Right of Appeal

Any appeal against a decision to refuse or remove permission for secondary employment must be submitted within 5 working days of the outcome being notified to the individual. This appeal should state the grounds of the appeal and should be submitted to the person named in the outcome letter.

An appeal panel will be established with members who are appropriately independent and at a suitable level of seniority. They will review the grounds for appeal and provide a written outcome.

The appeal decision will be to either:

- Uphold the original decision or
- Overturn the original decision or
- Require the decision to be reconsidered, eg obtain further information, apply correct procedure.

The individual who made the decision will not take part in the appeal panel but will present their case and respond to the appeal. HR will be in attendance to ensure procedural accuracy.

The decision of the appeal panel is final and there is no further right of appeal.

6 Responsibilities

The Depute Principal is responsible for the content and legal compliance of the policy.

Line managers and HR staff are responsible for the proper application of this policy.

Employees approved for secondary employment must ensure they remain fit to perform their duties, including managing working hours to support their own health and wellbeing.

Quality approval check of the policy is the responsibility of the Risk Management and Project Officer who will arrange for the policy to be published on the website.

Under the Government's National Fraud Initiative (NFI) UHI Perth participate in a data matching exercise aimed at preventing and detecting fraud across public and private sectors. This includes providing information around the hours of work undertaken by staff at UHI Perth.