

## **Texas Woman's University University Regulation and Procedure**

**Regulation and Procedure Name: Contracting with Current, Former, or Retired Employees**

**Regulation and Procedure  
Number: URP: 04.320**

**Policy Owner: Finance and Administration**

### **POLICY STATEMENT**

The purpose of this policy is to define restrictions to employment and contractor relationships involving current, former, or retired University employees.

### **APPLICABILITY**

This policy is applicable to TWU Employees and University Affiliates.

### **DEFINITIONS**

1. "University Affiliate" means any individual associated with TWU in a capacity other than as a Student or Employee who has access to TWU resources through a contractual arrangement or other association. This includes the following individuals:
  - a. Contractors and Vendors: an individual, business, or governmental entity that has a fully executed contract to provide goods or services to TWU. This includes employees of contractors or vendors and independent contractors.
  - b. Employee of a Governmental Agency: an individual employed by a federal or Texas state agency.
  - c. Employee of a TWU-Affiliated Institution: an individual who works for organizations that are tightly aligned with the University.
  - d. Pre-Employment Individual: an individual who will be hired by the University and the hiring department has sponsored their access to TWU resources.
  - e. Other University Affiliate: any individual who does not fit into any other category and needs access to TWU resources.

## REGULATION AND PROCEDURE

### I. Contracting with Current, Former, or Retired Employees

- A. It is the policy of the University that the University will not enter into a contract or other purchase agreement with a current employee for the provision of goods or services. This does not apply to employment contracts with faculty.
- B. It is the policy of the University that the University will not enter into a contract or other purchase agreement with a former or retired employee for the provisions of goods or services before the first anniversary of the last date on which the individual was employed by the University. The University may enter into a contract or other purchase agreement with a corporation, firm, or other business entity that employs a former or retired employee of the University within one year of the employee's leaving the University, provided that the former or retired employee does not perform services on projects for the corporation, firm, or other business entity that the employee worked on while employed by the University.
- C. See also URP 04.310: Contract Workforce.

## REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

## REFERENCES

[URP 04.310: Contract Workforce](#)

## FORMS AND TOOLS

None

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