

## Policy 5.38

### Secondary Employment Policy

Full-time employees of the College are responsible for receiving written approval prior to beginning secondary employment and also assuring that the “Secondary Employment” form is up-to-date and accurate by preparing a new form whenever there is a change in circumstances. The Board of Trustees approves all secondary employment activities of the President and the President has the responsibility of approving secondary employment activities of all other College employees.

#### **Policy Statement:**

It is the policy of the College that employment responsibilities to the College are considered primary for any employee working full-time and that any other employment, including private consulting work, in which the employee chooses to engage is considered secondary. No secondary employment will be allowed if it is in conflict with the employee’s primary employment or if it would impair the employee’s ability to carry out his/her primary employment job duties and responsibilities. Approval of secondary employment may be withdrawn at any time.

#### **Conflict of Interest:**

Secondary employment may not directly or indirectly cause a conflict of interest with employment at the College. Secondary employment may also not impair in any way the employee’s ability to perform all expected duties or ability to make decisions and carry out the responsibilities of the employee’s position.

#### **Secondary Employment Activities to Avoid:**

- Any activity that would make it difficult for the public to discern whether the employee is engaged in primary employment or secondary employment.
- Compensation through secondary employment for services that ought to be provided as a part of primary employment responsibilities.
- Use of College equipment, materials, or facilities in the furtherance of secondary activity.
- Activities that will impair the physical stamina and mental attentiveness necessary to perform an employee’s primary employment activity.
- Engaging in secondary employment during College work hours.

#### **Consequences of not reporting:**

Failure to provide accurate information and/or required approvals regarding secondary employment may be considered unacceptable personal conduct and could make an employee subject to discipline up to and including dismissal.

#### **Definitions:**

## Policy

Primary Employment – An employee’s full-time job with the College.

Secondary Employment – Work for compensation from any source other than the College. This includes self-employment and ownership of a business. It includes pay by salary, wages, commissions, sales income, goods, services, travel benefits, room, board or anything else of value. If there are any questions as to whether a give activity constitutes secondary employment, it is the responsibility of the employee to bring the question to the College’s Human Resource Office for resolution of the question.

### References

**Legal References:** *1C SBCCC 200.94*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:**

### History

**Senior Staff Review/Approval Dates:** *11/6/13*

**Board of Trustees Review/Approval Dates:** *11/6/13*

**Implementation Dates:** *Enter date(s) here*