

**Policy 2.29
Secondary Employment**

Effective Date 09/13/07

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|---|--------------|-------------------|----------|---------------|--|
| Responsible Office | | President | | | |
| Responsible Official | | Personnel Officer | | | |
| Approvals | Policy Cmte. | President | BOT | Last Revision | |
| | 7/17/07 | 09/13/07 | 09/13/07 | | |
| Form: Request for Approval of Secondary Employment | | | | | |

Policy

It is the policy of McDowell Technical Community College that primary employment responsibilities for permanent full-time employees are to the College. Secondary Employment, and other activities, which negatively affect the performance of college employees in carrying out their responsibilities, shall not be undertaken.

Secondary employment shall not be permitted when it would (1) create either directly or indirectly a conflict of interest with the primary employment or (2) impair in any way the employee's ability to perform all expected duties during the employee's normally assigned working hours, to make decisions and carry out in an objective fashion the responsibilities of the employee's position at the College.

Secondary employment includes, but is not limited to, self-employment, working as a consultant, selling goods or services, any part-time or adjunct college contract not included in a full-time employee's job responsibilities, teaching at another community college or university, and working for any other private or public entity.

The Request for Approval of Secondary Employment Form is required when requesting approval. Any request for secondary employment of the President must be submitted to the Board of Trustees for approval. Any request for secondary employment by any other full-time employee must be submitted for approval to the President or his/her designee. When teaching at another community college or university, a new Request for Approval of Secondary Employment Form must be completed prior to each semester along with your class schedule for evaluation.

College employees with approved secondary employment shall ensure that such activities do not occur while the employee is on duty for the college, do not interfere with the employee's availability for work as needed by the college, and do not involve conflicting use or exploitation of college facilities, equipment, personnel, data, information, image or standing, or other resources of the college. Unauthorized and/or personal use of college data, information, equipment, supplies, or other resources or property is prohibited and shall be grounds for disciplinary actions up to and including termination, or other appropriate sanctions, at the discretion of the president.

Authorized secondary employment shall be reviewed periodically for any adverse effect on employment at the college. Approval may be withdrawn at any time if it is determined that such secondary employment has been detrimental.

McDowell Technical Community College

Request for Approval of Secondary Employment

The primary obligation of college employees is owed to the college. Employees who engage in secondary employment have the responsibility to ensure that any such employment does not interfere with their work at McDowell Technical Community College as outlined in the employee's position description. The employee shall not utilize college time, facilities, supplies or equipment in relation to any secondary employment. The Board of Trustees shall approve or disapprove any secondary employment of the President. The President shall approve or disapprove any secondary employment of full-time employees.

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| Employee Name | Position | Department |

Information

If you are secondarily employed, please complete the following:

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| Name of Secondary Employer and Location | |
| Nature of Employer's Business: | |
| Job Title: | |
| Work Schedule (days/times of work): | |
| Description of duties performed: | |
| Does this employer conduct business with or provide a service to the college? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, would you benefit directly, (i.e., commissions, etc.). Please explain | |
| If yes, do you specify or approve college purchasing or contracts related to this employer? Please explain | |

Employee Certification

- Yes**
- I understand the policy governing secondary employment. My secondary employment will not have any impact on and will not create any possibility of conflict with my primary employment
 - I understand that failure to provide accurate information regarding my secondary employment approval request or to follow all policies regarding secondary employment may be considered unacceptable personal conduct which could subject me to discipline up to and including dismissal
 - I understand that secondary employment information is public and may be disclosed to third parties.

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| Employee Signature | Date |

Approval

Approval for secondary employment may be withdrawn at any time if it is determined that secondary employment has an adverse impact on primary employment with McDowell Technical Community College.

Approved: Yes No

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| President | Date |