

CP 2.14.1 Secondary Employment

Related Board of Trustee Policy: BP 2.14

Responsible Official *President*
Approvals *09/13/07*
Revision

Procedure

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 Approval may be withdrawn at any time if it is determined that such secondary employment has been detrimental.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.

Employee Name	Position	Department

Information

If you are secondarily employed, please complete the following:

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.

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

President	Date