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I. PURPOSE

The College values the contributions of employees both within and outside the institution. This policy is intended to provide clarity regarding secondary employment to ensure it does not 1) create a real or perceived conflict of interest with the mission, operations, or reputation of the College, 2) conflict with the employee's assigned work hours, or 3) result in overlapping work time between the primary and secondary employment.

II. SECONDARY EMPLOYMENT POLICY

Employees of the College may engage in secondary employment, including self-employment and volunteer work, without the need to disclose such employment, unless such employment:

- Creates an actual or perceived conflict of interest with the employee's employment at the College,
- Is conducted during the employee's assigned work hours, or
- Is instructional in nature.

Any secondary employment that falls into the above three categories must be disclosed to Human Resources as soon as reasonably possible for evaluation and the issuance of a determination. Failure to disclose such information that later comes to light may result in appropriate disciplinary action. For the purposes of this Policy, "instructional in nature" is instructional work substantially similar in time, scope, and format, whether online, in-person, or hybrid, to the curriculum, basic skills, and continuing education programs offered by the College. Consulting and other similar arrangements, such as for workshops or similar services, that are

performed on a short-term, typically a week or less, or infrequent basis and that occur outside of working hours are beyond the scope of this Policy.

III. DISCLOSURE REQUIREMENT

Employees are only required to disclose employment that falls into one of the three categories described in Section II of this Policy. Examples of situations that typically require disclosure include:

- Employment, volunteering, board service, or similar activities with an entity seeking to do business with, compete with, or influence the College;
- Roles, volunteer or otherwise, especially those involving decision-making authority, fiduciary responsibilities, or association with organizations seeking to do business with, compete with, or influence the College;
- Operation of a business offering similar or competing services to those offered by the College; or
- Teaching or instructional assignments at another institution, which, due to the similarity to the College's core educational mission and other concerns as expressed in Section VI of this Policy, should always be disclosed for review, even if conducted outside of regular work hours;

The purpose of disclosure is not to prohibit secondary employment, but to ensure transparency and to avoid any appearance of divided loyalties, scheduling conflicts, or competition with institutional priorities. Disclosure of secondary employment in no way guarantees a favorable determination, though such an arrangement shall not be unreasonably withheld.

IV. SECONDARY EMPLOYMENT & CONFLICTS OF INTEREST

Upon disclosure of an actual or potential conflict of interest, the Human Resources department will make an evaluation in consultation with, at a minimum, the:

- Employee,
- Direct supervisor,
- Appropriate Executive Leader,
- General Counsel,
- Vice President of Operations, and
- President.

Criteria used for the evaluation may include, but are not limited to:

- Whether the conflict of interest is actual or potential,
- The likelihood or frequency of the conflict of interest arising in the course of the employee's duties,
- The ability of the college to continue operations with minimal disruption as a result of firewalls or safeguards to prevent the conflict of interest from arising, and
- Any other criteria determined relevant in evaluating the conflict of interest.

After an evaluation is made, the employee will be issued a determination regarding the secondary employment arrangement, which may be either of the following:

- A determination that no additional firewalls, safeguards, or other protections are necessary at this time,
- A determination specifying firewalls, safeguards, or other protections that are to be followed to ensure the conflict of interest is avoided, or
- A determination that no combination of firewalls, safeguards, or other protections is available to ensure that the conflict of interest is avoided.

A determination that no combination of firewalls, safeguards, or other protections is available to ensure that the conflict of interest is avoided does not require the termination of College employment if the employee elects to discontinue employment with the secondary employer; the employee may not, however, continue employment with the College if the employee elects to continue employment with the secondary employer after receiving such a determination. At the discretion of the President and given the totality of the circumstances, the employee may be granted a reasonable period of time to discontinue the employee's secondary employment.

V. SECONDARY EMPLOYMENT DURING ASSIGNED WORK HOURS

Secondary employment of any kind, whether disclosed or otherwise arranged so as to avoid a conflict of interest, may not conflict with the employee's assigned work hours. Notwithstanding this limitation, the employee's secondary employment may occur during assigned work hours with the written permission of the employee's Executive Leadership, so long as the employee still fulfills the minimum amount of work time expected for the employee's work classification each week. For the purposes of this Policy, assigned work hours shall not include time during which the employee is not reasonably expected to work, such as a lunch break.

Employees may request to use flex time in accordance with Policy 3.4.7 – Flexible Work Arrangements or approved annual leave in accordance with Policy 3.2.6 – Annual Leave to adjust their schedules for secondary employment, provided such arrangements do not interfere with essential job duties, departmental needs, or overall college operations and are approved by the employee's supervisor.

VI. TEACHING & INSTRUCTIONAL SECONDARY EMPLOYMENT

Due to the unique nature of instructional delivery and its inherently enhanced risks of overlapping work hours between College employment and secondary employment, secondary employment involving teaching and instruction are subject to the following enhanced disclosure requirements:

- The basic disclosure requirements as specified in Section III of this policy, and
- Submission of a plan of work to applicable Executive Leaders and the Human Resources Department for approval, which shows for both College and all secondary employment:
    - Hours of work for all non-instructional employment,
    - Hours of work for all scheduled instruction, and
    - Time allocated for grading and class preparation.

The work plan should be an accurate representation of the work period in question and should be submitted as needed to ensure an accurate representation is always maintained. All other non-conflicting provisions of this Policy shall be applicable to secondary employment of a teaching or instructional nature. Approval of a plan of work shall not be unreasonably withheld.

For the purposes of this section, any employee who works for the College for fewer than twelve (12) months out of the year shall be considered a free agent during the times in which the employee is not working for the College. While a free agent, an employee is not subject to the provisions of this section.

VII. SECONDARY EMPLOYMENT & INABILITY TO PERFORM JOB DUTIES

In the event that secondary employment of any kind, whether disclosed or otherwise approved, negatively impacts the employee's ability to perform job duties, such performance issues shall be handled through the College's standard performance appraisal and disciplinary processes. The mere existence of secondary employment of any kind, whether disclosed or otherwise approved, shall not be used as a basis for disciplinary action; all disciplinary action shall be based solely on the employee's ability to satisfactorily perform the employee's job duties.

VIII. SECONDARY EMPLOYMENT INTERNAL TO THE COLLEGE

With the exception of this Section, this Policy shall not apply to secondary employment internal to the college and nothing contained in this Policy shall be construed to bar an employee from working an additional position at the College. Employees must follow all internal hiring procedures and obtain written approval from both direct supervisors and the Human Resources Department before engaging in secondary employment internal to the College. Non-exempt employees are not eligible for secondary employment with the College except for in extraordinary circumstances and with written approval from the applicable Executive Leaders and the Human Resources Department. Secondary employment internal to the College is also subject to budgetary approval separate from this Policy.

IX. NON-DISCRIMINATION PRACTICE

The College will not prevent an employee from engaging in secondary employment based on the nature of that employment. Likewise, an applicant's secondary employment must not prohibit them from being employed with the College. Notwithstanding this section, the College may terminate the employment of an employee whose secondary employment is illegal in nature or otherwise significantly impacts the employee's ability to carry out his or her duties.

REFERENCES

Statutory References	None
Regulatory References	1C SBCCC 200.94

Relevant Guidance	*Office of State Human Resources Manual*, "Secondary Employment Policy" (No Pages Given), *Office of State Human Resources Manual*, "Dual Employment Policy" (Pages 21-27)
Policy Manual Cross-References	Referencing: ● Policy 3.2.6 – Annual Leave ● Policy 3.4.7 – Flexible Work Arrangements

POLICY HISTORY

January 1, 2025	Adopted.
September 24, 2025	Substantially rewritten to be more employee-friendly while complying with statute and code; policy has shifted towards a disclosure model rather than a permission model; safeguards built in to ensure good stewardship of public funds.