

## Policy IV.4003.C, Outside Employment

### Purpose

This policy provides guidance on participating in secondary employment outside of the College. The intent of this policy is to prevent potential conflicts of interest and foster communication between leaders and employees.

### Policy

College employees may hold employment outside of the College. Outside employment must not result in a conflict of interest or interfere with the employee's ability to perform required duties at the College.

Additional details regarding potential conflicts of interest and other types of conflicts that must be reported are listed in Policy III.3003.A, Ethical Conduct and Conflicts of Interest and Procedure III.3003.A.a, Ethical Conduct and Conflicts of Interest.

### Definitions

**Outside employment:** Any employment, business relationship, or other activity outside of the College in which the employee provides service or consultation for taxable compensation.

**Employee:** A full-time or part-time employee of the College as defined by Human Resources policy and procedure.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

### Associated Procedures

Procedure IV.4003.C.a, Outside Employment

Procedure III.3003.A.a, Ethical Conduct and Conflicts of Interest

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Secondary Owner	Vice President, Human Resources