

Chapter Name: **Personnel Policies**

**Policy 2-24**

Policy Title: **Secondary Employment, Business Activities,  
and Professional Activities**

Date Approved: 10/94

Date Revised: 02/03, 5/04, 10/05, 06/14

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## **2-24 Secondary Employment, Business Activities, and Professional Activities**

College of The Albemarle seeks to employ and to retain individuals of exceptional competence in their respective fields of endeavor. These full-time employees are expected to give full-time service to the college. Secondary employment, and other business and professional activities, which conflict with primary job duties, or which negatively affect the performance of college employees in carrying out their responsibilities, shall not be undertaken.

“Secondary employment” is defined as any type of employment, other than the employee’s primary employment with College of The Albemarle, for which the employee receives remuneration. Secondary employment includes, but is not limited to, self-employment, working as a consultant, selling goods or services, teaching at another community college or university, and working for any other private or public entity. Full-time employees who seek secondary employment must have prior approval to ensure that no conflict with primary job responsibilities will occur and no institutional resources are used in those endeavors.

The Secondary Employment Approval Form (available within Google docs) 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 appropriate supervisor, Vice President and the President or his/her designee.

### **Professional Activities**

The Board encourages participation in professional or job-related activities. Such activities performed for a nominal honorarium or reimbursement of expenses or both are encouraged so long as they do not conflict or interfere with the performance of college duties and responsibilities.

### **External Professional Activities for Pay**

Participation of employees in external professional activities for pay is recognized as being beneficial to the professional development of the individual. However, these external professional activities for pay are to be undertaken only if they do not:

1. Interfere with the primary obligations of the individual to carry out all college duties and responsibilities in a timely and effective manner; or

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2. Create a conflict of interest with the individual's college duties and responsibilities; or
3. Involve any inappropriate use or exploitation of college facilities, equipment, personnel, or other resources; or
4. Make any use of the name of College of The Albemarle for any purpose other than professional identification; or
5. Claim any college responsibility for the conduct or outcome of such activities.

"External professional activities for pay" is defined as any activities which are based upon the professional knowledge, experience, and abilities of the employee and which are undertaken for compensation to the individual (beyond the payment of a nominal honorarium or reimbursement for expenses or both). External professional activities for pay should be performed during approved annual leave; leave without pay, however, annual leave must be exhausted before approval of leave without pay, or periods when the employee is not required to be at the college.

### **Business and Personal Activities**

College employees with outside business interests shall ensure that such activities do not involve any inappropriate use or exploitation of college facilities, equipment, personnel, or other resources. Personal use of college equipment, supplies, or materials is prohibited.