



College of The Albemarle Policy

Policy Number: 3.4.8

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Title: Secondary Employment

Related Policy and Procedures:

Division of Responsibility: Human Resources

I. SECONDARY EMPLOYMENT

Full-time college employees' primary professional obligation is to the College. Full-time employees who engage in secondary employment have the responsibility to ensure any such employment does not interfere with their work at the College as outlined in the employee's position description and the College's policies and procedures. The employee shall not use college time, facilities, supplies, or equipment for any secondary employment.

For purposes of this Policy, "secondary employment" includes but is not limited to self-employment, working as a consultant, selling goods or services, teaching at another college or university, or working for any other private or public entity.

The president, or designee, must approve all instances of secondary employment for full-time employees of the College on an annual basis. Secondary employment will not be permitted if it meets any of the following criteria:

1. It creates a conflict of interest with the employee's primary job.
2. It impairs the employee's ability to fulfill their expected duties or to make objective decisions related to their job responsibilities.

Approval of secondary employment may be withdrawn at any time if it is determined that such secondary employment has an adverse impact on primary employment with the College. In such cases, the employee shall be asked to modify the terms of the secondary employment or to terminate such employment. Refusal of the employee to do so within a reasonable and stated period of time shall be deemed sufficient cause for dismissal.

Employees are responsible for completing a Secondary Employment Form for any jobs outside the College and for updating this form as changes occur.

The Board of Trustees shall approve or disapprove any secondary employment of the president.

II. OUTSIDE COMPENSATION

College employees are encouraged to provide leadership and professional expertise to various constituencies or organizations whether locally, regionally, or nationally who may request their services as a result of their college employment provided that the outside activity does not interfere or compete with their full-time duties at the College. A college employee must receive



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the approval of his/her immediate supervisor prior to committing to any outside activity which occurs during the normal workday. College employees may accept outside compensation for services rendered during annual leave, holidays, semester breaks, or other such times when classes are not in session or if the services provided take place outside the scheduled or the normal workday. Outside compensation does not include nominal honorariums that staff or faculty members receive as a representative of the College for services provided for workshops, seminars, SACSCOC visits, or state or regional committee involvement. Exceptions to this section of the Policy must be approved by the president.

June 13, 2023

April 14, 2026

April 14, 2026

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision