



## **College of The Albemarle Policy**

**Policy Number: 3.4.8**

**Pages: 1 of 2**

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**Title: Secondary Employment**

**Related Policy and Procedures:**

**Division of Responsibility: Human Resources**

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### **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 utilize college time, facilities, supplies, or equipment in relation to 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.

Prior to beginning any secondary employment, the employee shall provide a written notice of intent for secondary employment to the president, or designee, appropriate vice president, and immediate supervisor. The notice shall contain, at a minimum: 1) the name and contact information of the prospective secondary employer; 2) the proposed job duties; and 3) the estimated hours per week devoted to the secondary employment. The president, or designee, shall approve or disapprove of any secondary employment and his/her decision is final.

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 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, institutional accrediting agency visits, or state or regional committee involvement. Exceptions to this section of the Policy must be approved by the president.



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June 13, 2023

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**Date Approved by Board of Trustees**

August 12, 2025

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**Date of Last Review**

August 12, 2025

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**Date of Last Revision**