



College of The Albemarle Procedure

Procedure Number: 3.4.8.1

Pages: 1 of 1

Title: Secondary Employment

Related Policy: Policy 3.4.8 Secondary Employment

Division of Responsibility: Human Resources

1. Secondary employment is broadly defined to be any type of employment, other than an employee's primary employment with College of The Albemarle, for which the employee receives remuneration. It includes, but is not limited to: self-employment; working as a consultant; selling goods or services; teaching at another institution; and working for any other private or public entity.
2. The president, or designee, must approve any and all instances of secondary employment being practiced by any full-time employee of the College on an annual basis, as part of the employee's evaluation. Secondary employment shall be approved prior to the start of said employment. Secondary employment shall not be permitted when it would:
 - a. Create a conflict of interest with the primary employment.
 - b. Impair in any way the employee's ability to perform all expected duties, to make decisions and carry out in an objective fashion the responsibilities of the employee's position.
3. Approval of secondary employment may be withdrawn at any time if it is determined that such secondary employment has an adverse impact on primary employment with the College.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.
4. It is the responsibility of the employee to complete a Secondary Employment Form for all employment outside the College, and to update the form as changes may occur.

June 13, 2023

June 13, 2023

N/A

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision