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POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Policy Title: **Secondary Employment** **4.31**

Responsible Division: Administrative Services

Date Approved: April 2005

The primary obligation of college employees is owed to the college. Employees who engage in secondary employment have the responsibility to ensure that any such employment does not interfere with their work at Southwestern Community College as outlined in the employee's position description and the policies of the college in the Policies and Procedures Manual. The employee shall not utilize college time, facilities, supplies or equipment in relation to any secondary employment.

The Board of Trustees shall approve or disapprove any secondary employment of the President. The President shall approve or disapprove any secondary employment of full time employees.

See [Secondary Employment form](#)

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