

3.18 Secondary Employment

Policy Tracking	Date
Approved	July 13, 2005
Revised	
Reviewed	

- I. The employment responsibilities to the College are primary for any full-time employee; any other employment is secondary. Because secondary employment of an employee of the College frequently creates conflicts of interest or other serious detriment to the institution, the President or his/her designee is authorized to approve any and all instances of secondary employment being practiced.

- II. In cases where the President may wish to engage in a form of secondary employment, prior approval must be given by the Board of Trustees.

- III. The President may design administrative forms that serve to document the existing or proposed secondary employment of an employee.