Employees are expected to perform their work efficiently and effectively at all times. While work outside of the college is not prohibited, outside employment must not conflict with hours of work for which you are paid by the college. Employees engaged in outside employment must notify the Office of the President in writing prior to accepting said employment and annually thereafter if said employment continues no later than June 30th of each year.

Outside employment and activities which negatively affect an employee’s work responsibilities, creates a conflict with the college, competes directly with the college, or is in conflict with the mission or standards of the college are not permitted. Employees shall not engage in outside employment or business opportunities, for themselves or another employer, which may conflict or interfere with their position at the college. Employees whose work status with the college is extended sick leave, FMLA leave, worker’s compensation leave or restricted duty shall not engage in outside employment.

The use of college equipment, facilities or materials for outside employment or personal gain is strictly prohibited.
Section: 4000 Personnel
Sub Section: 4100 Employment
Title: PP 4180 Outside Employment

Associated Regulation:
References: GAP 1205 Code of Ethics; PP 4840 Conflicts of Interest
Supersedes: 4.11
Responsible Administrator: College President

Initial Approval: 04-19-2011   Last Revision: 09-21-2016

DOCUMENT HISTORY:


09-21-2016: The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
Notification of Outside Employment Form

Please complete the following form as notification of outside employment in compliance with college policy 4180 Outside Employment. Return this form to the Office of the President prior to accepting outside employment. The President shall review each notification on a case-by-case basis and if there is an objection, will respond to your notification within ten (10) business days. If said employment continues, please file this form annually with the Office of the President no later than June 30th. A copy of this notification is filed with Human Resources.

Name: ___________________________________ Date: ____________

Department: ____________________________ Title: ____________________________

I hereby make notification to engage in outside employment as described:

__________________________________________________________________________

__________________________________________________________________________

Nature of employment:

__________________________________________________________________________

__________________________________________________________________________

Benefit to my role at the college: _____________________________________________

Time required: __________________________

I understand that the policies and regulations of the college forbids me from engaging in outside employment or business opportunities, for myself or another employer, which may conflict or interfere with my position at the college. Additionally, I understand that using college equipment, facilities or materials for outside employment or personal gain is strictly prohibited.

I understand and agree that outside employment shall not be engaged in if my work for the college suffers or my work status is extended sick leave, FMLA leave, worker’s compensation leave or restricted duty. I hereby agree to comply with the policies and regulations of the college and understand that non-compliance could result in disciplinary action up to and including termination of employment.

_____________________________________________ _______________________
Employee Signature Date