OUTSIDE EMPLOYMENT

"Outside employment" is considered employment outside the College in addition to an employee's regular full-time College job. Full-time staff and faculty are required to disclose their involvement in paid outside activities to ensure that such activity does not conflict with their primary jobs and to avoid conflict of interest or the appearance of conflict of interest with their responsibilities at the College. Employees who wish to participate in outside employment must inform their immediate supervisors prior to the inception of such employment. The College reserves the right to disapprove of any such employment that would reflect negatively upon the institution, adversely affect the employee's performance of College duties, or present any conflict of interest issues.

Faculty and other employees who work directly with currently enrolled students in their classes or in their work assignments may not receive compensation from those students for other services they provide outside their College work.

Employees may not use College property, facilities, equipment, supplies, IT systems (such as computers, networks, email, telephones, or voicemail), time, trademarks, brand, or reputation in connection with any outside employment.