

HIGHLAND COMMUNITY COLLEGE
GENERAL PERSONNEL POLICY

SUBJECT: Outside Employment
BOARD OF TRUSTEE APPROVAL: 02/12/92

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EFFECTIVE DATE: 11/20/2024

Objective

Highland Community College recognizes that some employees may need or want to hold additional jobs outside their employment with the college. Employees of Highland Community College are permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable business concerns.

Procedures

[Highland Community College applies this policy consistently and without discrimination to all employees, and in compliance with all applicable employment and labor laws and regulations. The following rules for outside employment apply to all employees notifying their supervisors or managers of their intent to engage in outside employment:

- Work-related activities and conduct away from Highland Community College must not compete with, conflict with or compromise the college's interests or adversely affect job performance and the ability to fulfill all responsibilities to Highland Community College. Employees are prohibited from performing any services for other businesses or institutions that are normally performed by Highland Community College. This prohibition also extends to the unauthorized use of any college tools or equipment and the unauthorized use or application of any college confidential information. In addition, employees may not solicit or conduct any outside business during work time for Highland Community College.
- Highland Community College employees must carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems at Highland Community College, the employee will be asked to discontinue the outside employment, and the employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s).
- Employees may not use Highland Community College paid sick leave to perform work for another employer.
- If an employee's outside employment presents a conflict of interest with Highland Community College, as defined in the Conflict of Interest and Ethics policies, or if such outside employment has any potential for negative impact on Highland Community College, the employee will be asked to terminate the outside employment.

- Fraudulent use of the college's sick leave or an employee's refusal to comply with Highland Community College's reasonable request to terminate outside employment may result in immediate termination of employment with Highland Community College.
- The employee must have the approval of the President.

Nothing in this policy is intended to, nor should be construed to limit or interfere with employee rights as set forth under all applicable provisions of the National Labor Relations Act, including Section 7 and 8(a)(1) rights to organize and engage in protected, concerted activities regarding the terms and conditions of employment.