

Policy IV.4003.C, Outside Employment

Purpose

This policy provides guidance regarding employment outside of the College.

Policy

Outside employment by College employees shall not be allowed to interfere or conflict with the employee's assigned duties and responsibilities to the College. This includes the solicitation of business for profit, consulting, or other activities.

Employees will only use resources of San Jacinto College to support the educational objectives of the College. An employee will not use facilities, administrative assistance, office supplies and equipment, or other College resources for personal gain. The use of College resources for personal gain is a violation of College policy and state law.

An employee who may have or has a conflict of interest related to outside employment shall disclose the interest to his/her respective leadership chain, including his/her Strategic Leadership Team (SLT) member. The SLT member will notify Human Resources and the Internal Audit Department, who shall review to ensure that the College's best interests are protected.

Definitions

Outside employment: Any activity for pay performed in addition to the official responsibilities of a College employee.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

Associated Procedures

Procedure IV.4003.C.a, Outside Employment

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Effective Date	October 2, 2018
Primary Owner	Vice Chancellor, Human Resources
Secondary Owner	Vice President, Human Resources