

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

STATEMENT OF POLICY

POLICY NUMBER: 8-7-101

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POLICY TITLE: SECONDARY EMPLOYMENT OUTSIDE STATE GOVERNMENT

LEGAL AUTHORITY: Section 59-53-20 of the 1976 Code of Laws of South Carolina, As Amended; S. C. Code of Regulations 19-701.07

DIVISION OF RESPONSIBILITY: Human Resource Services

DATE APPROVED BY BOARD: April 11, 1979

DATE OF LAST REVISION: May 23, 2006


CHAIRMAN


EXECUTIVE DIRECTOR

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM.

The State Board for Technical and Comprehensive Education (SBTCE) makes the assumption that it is the primary employer of full-time employees of the South Carolina Technical College System. Acceptance of additional employment of any kind must be approved by the Executive Director/System President or College President as appropriate.

The Executive Director/System President and/or the College President reserves the right to withdraw approval for any secondary employment if the efficiency, effectiveness, or productivity of the employee deteriorates or is determined to be a conflict of interest.

Acceptance of secondary employment without proper prior approval may be grounds for disciplinary action, up to and including termination of Technical College System employment. It

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 8-7-101.1

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TITLE: SECONDARY EMPLOYMENT OUTSIDE STATE GOVERNMENT

POLICY REFERENCE NUMBER: 8-7-101

DIVISION OF RESPONSIBILITY: HUMAN RESOURCE SERVICES

DATE OF LAST REVISION: May 11, 2006

Director, Human Resource Services


Executive Director

DISCLAIMER

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It is the responsibility of the employee to notify his/her immediate supervisor and Human Resource Services of his/her intent to accept any secondary employment. Additional employment of any kind must be approved by the System President and/or College President after the following determinations have been made by the Human Resource Officer:

1. The additional employment will not interfere with the employee's full-time assignment.
2. The additional employment could not be reasonably construed as a conflict of interest. Appropriate counsel including but not limited to the Office of the Attorney General or the State Ethics Commission may be necessary to make such determinations.

DENMARK TECHNICAL COLLEGE
SECONDARY EMPLOYMENT OUTSIDE TECH
AGREEMENT
FOR
ADMINISTRATORS, STAFF AND NON-TEACHING FACULTY

I, _____, have read and understand the State Board for Technical and Comprehensive Education Policy #8-7-101 (Chapter 59-53-20 of the Code of Laws of South Carolina, 1976) and Procedure #8-7-101.1 regarding secondary employment (any employment outside full-time employment with Denmark Technical College).

_____ I am engaged in secondary employment and attest that the following conditions have been met:

- 1) The additional employment will not interfere in any way with my professional job duties as outlined in my position description, committee service and staff development at Denmark Technical College.
- 2) The additional employment could not be construed as a conflict of interest. Moreover, such employment does not violate the South Carolina Code of Ethics, which precludes financial involvement with students.
- 3) The additional employment will not be performed during the normal scheduled hours of work.
- 4) The additional employment is NOT with a state agency.

YES _____ NO _____

- 5) The additional employment IS with a state agency and the request for dual employment (South Carolina Policy #8-2-100) has been processed and approved.

YES _____ NO _____

- 6) Attached is a detailed description and schedule of my outside work. Also, an explanation of how the outside work does not conflict with employment at Denmark Technical College and my primary work schedule.

_____ I certify that I am NOT engaged in secondary employment outside of Denmark Technical College.

Secondary Employment Outside Tech
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Date

Employee's Signature

Date

Immediate Supervisor

Date

College President

cc: Personnel Office

DENMARK TECHNICAL COLLEGE
SECONDARY EMPLOYMENT OUTSIDE TECH
DESCRIPTION

Name _____

Title of Position _____

Starting Date _____ Ending Date _____

Give a detailed description (including duties and responsibilities) and schedule of your outside work.

Specific Work Schedule:

Explain how the outside work does not conflict with your employment at Denmark Technical College and your primary work schedule.

Signature _____ Date _____

Approval Joann R. G. Boyd-Scotland, Ph.D. _____ Date _____

Disapproval Joann R. G. Boyd-Scotland, Ph.D. _____ Date _____