



DENMARK TECHNICAL COLLEGE

ADMINISTRATIVE POLICY #03.30.01.03 (2020)

SECONDARY EMPLOYMENT OUTSIDE OF DENMARK TECHNICAL COLLEGE

Policy Title: Secondary Employment Outside of Denmark Technical College

Policy Type: Administrative

Policy Number: ADM Policy #03.30.01.03 (2020)

Legal Authority: Section 59-53-51 of the 1976 Code of Laws of South Carolina, As Amended

State Board Policy: 8-7-101

Approval Date: June 1, 2020

Responsible Office: Office of Human Resources

Responsible Executive: AVP for Institutional Advancement and Effectiveness

Applies to: All Full-time College employees

POLICY

Denmark Technical College (DTC) makes the assumption that it is the primary employer of full-time employees of the College. Acceptance of additional employment of any kind must be approved by the College President or his/her designee.

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 will be grounds for disciplinary action, up to and including termination of College employment.

TABLE OF CONTENTS	PAGE NUMBER
Purpose.....	2
Definitions	2
Contacts.....	3
Stakeholder(s)	3

Publication	3
Review Schedule.....	3
Related Documents	3
Forms	3

PURPOSE

This policy establishes the conditions in which a full-time employee may engage in employment, other than dual employment, outside of their employment with the College.

It is the responsibility of the employee to notify his/her immediate supervisor and the Office of Human Resources of his/her intent to accept any secondary employment. Newly hired full-time employees of the College are required to reveal, and gain approval for, any additional employment outside of his/her employment with the College. Additional employment of any kind must be approved by the College President or his/her designee after the following determinations have been made by the Office of Human Resources:

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.
3. The additional employment will not be performed during the employee’s normally scheduled hours of work unless the employee is on pre-approved annual leave, faculty non-workdays, compensatory leave, holiday leave, or leave without pay.
4. The employee will not use College facilities, funds, supplies, personnel, services, time or resources for the accomplishment of the secondary employment.
5. The employee will not engage in outside employment which constitutes an unauthorized practice for state employees under the laws of policies of the state.
6. Violation of this policy may result in revocation of authorization of outside employment and/or disciplinary action up to and including termination.
7. The additional employment is not with a State agency.

DEFINITIONS

Secondary employment – any employment, by a full-time employee of the College, that is in addition to the employees primary employment with the College.

CONTACTS

The Associate Vice President for Institutional Advancement and Effectiveness officially interprets this policy. Additionally, the Associate Vice President for Institutional Advancement and Effectiveness is responsible for obtaining approval for any revisions as required by Administrative Policy 0.1.100, *Policy Classification and Numbering System* through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Institutional Advancement and Effectiveness.

STAKEHOLDER(S)

Full-time employees of the College.

PUBLICATION

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Associate Vice President for Advancement and Effectiveness will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the College community, including current and prospective students within fourteen (14) days of approval;
- Submit this policy for inclusion in the Policy Library within fourteen (14) days of approval;
- Post the policy on the College's webpage and all other related webpages, in the student handbook, and in the College catalog; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: June 1, 2022
- Approval by College Cabinet: June 1, 2020
- Revision History: N/A
- Supersedes: N/A

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

There are no forms associated with this policy.