

## SECONDARY EMPLOYMENT

The employment responsibilities to Piedmont Community College are primary for any employee working full-time; any other employment (a state agency, public school, another community college or private sector) in which that person chooses to engage is secondary. Secondary employment is in no way to be practiced by the employee during his working hours at this institution. An employee must have approval from PCC before engaging in secondary employment. The purpose of this approval is twofold: (1) to determine that the secondary employment does not have an adverse effect on PCC; and (2) to determine that the secondary employment does not create a conflict of interest with PCC.

It is the responsibility of the employee to provide written documentation to request approval to engage in secondary employment by using the **Request for Secondary Employment Information** form which is available in the Personnel Office. The written request must include: name of secondary employer, position title and working hours. Approval for an employee to engage in secondary employment shall be granted by their immediate supervisor, the appropriate vice president and the President. Approval for the President to engage in secondary employment shall be granted by the Piedmont Community College's Board of Trustees. The employee must notify PCC if there is a change in their secondary employment.

A review and written evaluation of employees engaging in secondary employment shall be undertaken on an annual basis by each individual supervisor and approved by the appropriate vice president and President or Board of Trustees. This review and evaluation will be made to determine the effect the secondary employment is having on the performance of the employee in carrying out assigned responsibilities for PCC. The Personnel Office will send the **Secondary Employment Status Report** form to the appropriate supervisor in January of each year to use for the review and evaluation process. The completed form will be returned to the Personnel Office for filing in the employee's personnel file.

The provisions of paragraph 5.18, Grounds for Dismissal, of this Policy Manual are intended to apply to any abuse of secondary employment affecting the ability of the employee to perform institutionally assigned duties and responsibilities.

HISTORY NOTE: Effective August 1, 2005  
(Replaces "Dual Employment" Policy 5.12)