



Outside Employment Procedure

Procedure Number: 415P

Responsible Office: Human Resources

Forms: Form 105-115

Effective Date: 08/2016

Date Last Reviewed: 01/22/2024

1. Purpose

This policy ensures employees meet their work schedule commitments and mitigate situations where an employee's outside work might negatively impact their job performance in their full-time position.

2. Definitions

Full-time Employee: Full-time administrative, professional, and 9- and 12-month teaching faculty, and full-time classified staff.

Outside Employment: Paid employment with another state agency, private business, or self-employment, including private practice of any kind.

3. Procedure

- A. Full-time employees shall consult with their immediate supervisor prior to the acceptance of any outside employment or consulting activities. Newly hired full-time employees shall inform their immediate supervisor at the time of hire of existing outside employment and consulting activities.
- B. Full-time employees may engage in outside employment and consulting activities so long as such activities do not have an adverse effect on their regular/professional responsibilities and duties for the College and so long as such activities are not in violation of the Code of Virginia, Title 2.2-3100, State and Local Government Conflict of Interests Act.
- C. Full-time classified employees shall not engage in any other paid employment, public or private, without prior written approval of their immediate supervisor and the Associate Vice President of Human Resources or designee. Every employee is under a continuing obligation to seek prior approval in writing of any employment outside the College. Prior approval of outside employment must be obtained for each particular employment opportunity. Approval of the employment opportunity will be given for the duration of the employment period, not to exceed one year, at which time the employee may request that the approval be renewed.

Requests for outside employment will not be approved if the outside employment will involve any of the following:



- a. work during any hours the employee is expected to work for the College;
- b. interference with the employee's ability to devote the expected time and attention to work or performance of duties with the College;
- c. use of annual or other leave at a time when such leave would not be otherwise approved;
- d. use of property belonging to or under contract with the College;
- e. violation of the State and Local Government Conflict of Interests Act, including any of the following:
 - i. contracting or subcontracting with the Commonwealth or having an interest exceeding \$500 annually in any contract or subcontract with any State agency in violation of the Act;
 - ii. performing work that relates to the employee's specific paid duties for the college or that enables the employee to receive additional payment for college job duties; or
 - iii. purchasing goods or services provided by the College.

Approval of outside employment may be rescinded if any of the above circumstances arise during the course of the outside employment. An employee must complete Form 105-115 - Classified Outside Employment Request and Approval prior to obtaining outside employment. The immediate supervisor and Director of Human Resources must approve the request. Failure to request and obtain prior written approval of outside employment as required by College policy may result in disciplinary action, up to and including termination.