

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Outside Employment	NUMBER: 04-17
AUTHORITY: Florida Statute: 112.313, 1001.64, 1001.65,	SEE ALSO:
DATE ADOPTED: 12/01/97, 01/22/01, 12/16/02, 11/22/10, 10/22/18	

The primary responsibility of College employees in established positions is the full and competent performance of all assigned duties arising from employment with the College. The College and the public have a right to expect sufficient dedication of time, energy, and talents to accomplish the requirements of each position. At the same time, the College recognizes the value to its employees, to the College, and to the community of the many types of external experiences in which members of the staff may engage. Such activities may enhance the professional competency of the individual and bring credit to the College as well.

Accordingly, College employees may engage in outside employment or self-employment that does not:

- Result in any conflict of interest between the outside employment activity and the College;
- Inhibit the employee’s duties and responsibilities at the College;
- Interfere with the College’s core hours of operation, Monday through Friday, 8:00 a.m. to 5:00 p.m.

The President or his/her designee shall approve all requests for outside employment. If approved by the President, all other recommendation(s) shall be forwarded to the Board for review and consideration.

Requests for outside employment or self-employment must be submitted to the immediate supervisor and be reviewed by the District Board of Trustees prior to beginning the outside employment. If the outside employment is an ongoing activity, it must be submitted annually by September 1 of each year. Such requests must include the employer, dates and/or projected time period of employment, projected amount of hours per week, and planned working hours each day, position title and a brief description of job duties. It is the responsibility of the immediate supervisor to review the submission for conflicts or concerns, and to raise any concerns to the appropriate Vice President.