

## **SECONDARY EMPLOYMENT**

### **POLICY**

The work of the College will take precedence over other occupational interests of employees. All outside employment for salaries, wages, commissions, supplemental income, all self-employment, and other compensation will be documented on the Secondary Employment form and filed in the employee's file in the Department of Human Resources.

---

### **PROCEDURES**

The Director of Human Resources will report potentially conflicting outside employment to the President. The work of the College takes priority over other occupational interests of employees; therefore, special provisions and scheduling of normal work hours will not be made to accommodate outside employment. Failure of the employee to terminate conflicting outside employment when requested to do so will be grounds for disciplinary action up to and including dismissal. Employees will update Secondary Employment Forms annually and/or when beginning another job. Hours worked at BCC outside of an employee's primary contractual duties will be considered secondary employment for the purposes of this policy.

*Approved by the Brunswick Community College Board of Trustees*  
October 19, 2016