

## **SECTION XVIII**

### **OUTSIDE EMPLOYMENT AND ACTIVITIES POLICY**

#### **1. POLICY**

Employees may engage in outside employment and activities provided the activity does not negatively affect the employee's job with the College, complies with immigration and labor laws and would not damage the image of the College. Activities that enhance the professional status of both the employee and the College without hampering the employees' primary responsibility with the College are encouraged. However, contracting services that are in competition with typical College services are prohibited.

Neither College time, resources nor name is to be used to perform non-College work. Employees may, with prior permission from his or her supervisor, take leave to perform short-term contracts.

Employees whose work declines because of outside employment or activities are to be disciplined by their supervisor as outlined in Section XV.2 in the Personnel Policy and Procedure Manual.

#### **2. PURPOSE**

Employees are free to do what they choose outside of working hours. Guidelines are needed to ensure outside employment and activities do not infringe on the employee's contract with the College or be construed as a conflict of interest between the employee and the College.

#### **3. APPLICATION**

This policy applies to all employees on regular contract.

#### **4. PROCEDURE**

Employees with outside jobs, or involved in time-consuming civic and/or community activities, or engaged in non-job related, but College enhancing, activities are to inform their supervisors about the activity as a matter of courtesy. Supervisors are to inform the appropriate Vice President, Campus Director, or President of the staff member's outside employment.

Employees considering outside employment that borders on conflict of interest are to discuss the situation with their supervisor and mutually decide whether the task is to be done as outside employment or under the sponsorship of the College. If taken as outside employment, the work is to be done outside of working hours or while on leave, and the employer or client informed that the employee is undertaking the job as an individual and not as an employee of the College.

## 5. RESPONSIBILITIES

COM-FSM employees are responsible for avoiding conflict of interest and misrepresenting the College. Employees are also responsible for ensuring that outside employment or activities does not negatively affect their work performance.

Supervisors are responsible for monitoring the performance level of their employees.

## 6. DEFINITIONS

EMPLOYEE includes all regular employees as defined below.

REGULAR EMPLOYEE is an employee in a permanent position with an employment contract.

OUTSIDE ACTIVITIES include any activity, paid or unpaid, that requires time and energy from the employee which could have an impact on the College or employee's performance.

OUTSIDE EMPLOYMENT is additional employment by a full-time employee during the contract period for which compensation is received. This includes consulting and advisory services for pay. Honoraria for lectures or literary articles, private income from investments, and royalties from books are not considered compensation for outside employment.

## 7. SOURCE DOCUMENTS

Northern Marianas College Outside Employment Policy  
University of Hawaii Outside Employment Policy  
University of Guam Policy Manual