

OUTSIDE EMPLOYMENT

Policy Number: 415

Categorized: Human Resources

Responsible Office: AVP for Human Resources

Subject: Full-time employees who desire to provide consulting services and/or engage in additional employment outside their employment with the college.

Related Policies:

Procedures: N/A

Additional Information:

Effective Date:

Last Reviewed Date: April 10, 2020

1. Scope

This applies to all full-time employees at the College.

2. Policy

- a. Full-time faculty rank 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.
- b. Nine-month teaching faculty are required to comply with this policy only during the contractual period of August 16 through May 15 annually.
- c. Full-time classified 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 Department of Human Resource Management ([DHRM](#)) [Policy 1.60, Standards of Conduct](#).
 - i. Current full-time employees shall consult with their immediate supervisor prior to the acceptance of any outside employment or consulting activities.
 - ii. Newly hired full-time employees shall inform their immediate supervisor, at the time of hire, of existing outside employment and consulting activities.

3. 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.

4. Procedures

N/A

5. Authority

[Department of Human Resource Management \(DHRM\) Policy 1.60, Standards of Conduct](#)

VCCS Policy 3.8.8 Outside Employment