

**THREE RIVERS COLLEGE  
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PP 4180 Outside Employment	Page 1 of 2
Associated Regulation:	
Associated Policies: GAP 1205 Code of Ethics	
References:	
Supersedes: 4.11	
Responsible Administrator: College President	
Initial Approval: 04-19-2011	Last Revision: 08-21-2019

Employees are expected to perform their work efficiently and effectively at all times. While work outside of the college is not prohibited, outside employment must not conflict with hours of work for which they are paid by the College. Employees engaged in outside employment must submit the Notification of Outside Employment Form to their supervisor for approval prior to accepting said employment and annually thereafter if said employment continues. A current form must be filed with the Office of Human Resources no later than June 30<sup>th</sup> of each year.

Outside employment and activities which negatively affect an employee's work responsibilities, creates a conflict with the College, competes directly with the College, or is in conflict with the mission or standards of the College are not permitted. Employees shall not engage in outside employment or business opportunities, for themselves or another employer, which may conflict or interfere with their position at the College. Employees whose current work status with the College is extended sick leave, FMLA leave, worker's compensation leave or restricted duty shall not engage in outside employment.

The use of college equipment, facilities or materials for outside employment or personal gain is strictly prohibited.

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**DOCUMENT HISTORY:**

- 04-19-2011:** Initial approval of policy PP 4180 Outside Employment.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 08-21-2019:** Clarification of supervisor approval and notification to the Office of Human Resources for outside employment.