

5.12.1 Secondary Employment Approval

Revised: August 6, 2007; October 1, 2017

Rescinded: July 20, 2026

While the College encourages participation in appropriate outside activities, Sandhills Community College employees are expected to render full-time service to the College and to avoid outside activities that might cause divided loyalties or diminish their commitment of time and effort. Employees engaging in secondary employment should avoid activities that create the appearance of impropriety or constitute a conflict of interest.

Because dual employment by a College employee may create conflicts of interest or other serious detriment to the institution, the Board of Trustees authorizes the President, in any instance of questionable dual employment by an employee, to provide notice of inquiry and hearing to the employee and to conduct the hearing before the Board of Trustees. The Board of Trustees shall determine whether the secondary employment creates a conflict of interest or other serious detriment affecting the institution. If the Board finds such a conflict of interest or detriment, it may order the employee to cease and desist from the secondary employment or, in lieu thereof, to tender a letter of resignation to the President within 10 days. The resignation shall become effective within 20 days after the date of the letter or on a date mutually agreed upon by the President and the employee. Refusal by the employee to respond to the President's or Board of Trustees' order by ceasing and desisting from the secondary employment or by submitting a letter of resignation within the time allowed shall be deemed sufficient cause for dismissal upon recommendation of the President to the Board of Trustees.

Employees contemplating secondary employment for work performed outside their regular annual contract, whether with the College or outside the College, must notify their immediate Dean or supervisor of the nature of the employment by completing the "Notice of Intent to Engage in Secondary Employment" form located in the forms section of the intranet. The form will be forwarded to the President, appropriate Vice President, or Chief Operating Officer for review and approval.