

I. Secondary Employment

Full-time College employees' primary professional obligation is to the College. Employees who engage in secondary employment are responsible for ensuring that such employment does not interfere with the performance of their assigned duties, as outlined in their position description and in accordance with College policies and procedures. Employees shall not use College time, facilities, equipment, supplies, or other resources in connection with any secondary employment. Before accepting or engaging in any secondary employment, employees must disclose the intended employment and obtain formal approval. The employee shall complete the "Request for Approval of Secondary Employment by Full-time Employee" E-Form and submit it to their immediate supervisor for review. The supervisor will evaluate the request to ensure it does not create a conflict of interest, interfere with the employee's primary responsibilities, or otherwise conflict with institutional interests or policies. Requests will be forwarded to the appropriate Senior Leader for final review and approval. Secondary employment may not begin until written approval has been granted.

Part-Time Employee Secondary Employment

Part-time employees seeking secondary employment in another department of the College must complete the "Request for Approval of Secondary Employment by Part-Time Employee" and submit it to their immediate supervisor for review and approval before beginning the additional assignment. Total combined work hours or workload hours across all College positions may not exceed twenty-seven (27) hours per week without prior approval.

Workload Calculation for Part-Time Assignments

Part-time staff and part-time faculty are compensated and evaluated under different workload structures based on the nature of their work. Part-time staff assignments are calculated on a direct hourly basis. Each hour worked is counted on a one-to-one (1:1) basis, where one hour worked equals one hour of compensated time.

Part-time faculty teaching curriculum courses shall be compensated using an instructional workload model that recognizes both direct instruction and the additional responsibilities associated with teaching. For curriculum teaching assignments, total workload hours shall be calculated by multiplying course contact hours by a factor of 2.25. This calculation accounts for instructional time, course preparation, grading, and student engagement.

Example: A course with three (3) contact hours is calculated as follows:

$$3 \text{ contact hours} \times 2.25 = 6.75 \text{ workload hours.}$$

The Board of Trustees shall approve or disapprove any secondary employment of the President.

II. Outside Compensation

Full-time College employees are encouraged to provide leadership and professional expertise to local, regional, or national constituencies or organizations that request their services because of their College employment, provided that the outside activity does not interfere or compete with their full-time duties at the College. A College employee must receive approval from their immediate supervisor before committing to any outside activity that occurs during the normal workday. College employees may accept outside compensation for services provided during annual leave, holidays, semester breaks, or other times when classes are not in session, or when the services are provided outside the scheduled or normal workday. Outside compensation does not include nominal honorariums that staff or faculty members receive as representatives of the College for services provided for workshops, seminars, SACS visits, or state or regional committee involvement. Exceptions to this section of the procedure must be approved by the President.