

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT:** Outside Employment**EFFECTIVE DATE:** December 1, 2020; Revised May 10, 2023**Purpose**

The purpose of this policy is to state requirements and provide resources for evaluating employment outside of and in addition to employment at Southwest Tennessee Community College (“Southwest” or “the College”).

**Definitions**

Outside Employment- Work outside an employee’s regular employment with Southwest. This includes full-time, part-time, temporary, and self-employment.

Conflict of Interest- When the personal interests, financial or otherwise, of a person who owes a duty to the College, such as an employee, actually or potentially diverge from the person’s professional obligations to, and the best interests of, the College.

Conflict of Commitment- When the personal or other nonwork-related activities of a Southwest employee impair the ability of that employee to meet commitments of time and energy to the College.

**Policy****I. Introduction**

- A. Full-time employment with the College demands an individual’s full-time professional expertise, commitment, and energy. The assigned teaching load of a faculty member constitutes a full-time assignment.
- B. However, the College recognizes the value to its students, its personnel and to the citizens of Tennessee arising from outside consulting and other professional experiences in which members of the faculty and staff may engage. Such activities contribute to the economic development of the state and bring credit to the College. These activities also create valuable links between the College and its surrounding communities.

**II. Outside Employment**

- A. Upon initial employment with Southwest, an employee must disclose all existing outside employment through a [written disclosure](#) to the Human Resources department. The employee must also obtain written approval.

- B. Once employed with Southwest, prior to engaging in outside employment, an employee must notify appropriate supervisors and the Human Resources department of the nature of the employment and the expected commitment of time. The [form](#) is located on the Human Resources department [webpage](#). Approval by Southwest must be obtained.
- C. The President or designee shall approve outside employment and additional assignments only for efforts that:
  - 1. Are performed entirely outside of, and in addition to, normal working assignments and responsibilities;
  - 2. Do not interfere with assigned duties and responsibilities or with regular College operations;
  - 3. Are consistent with Tennessee Board of Regents (TBR) policies and guidelines and with state law.
  - 4. Do not constitute a conflict of interest or compete with the College’s education, research, or public service programs;
  - 5. Require only a reasonable time commitment from the employee; and
  - 6. Are not undertaken with an inappropriate claim that the individual is officially representing the College in connection with the employment.
- D. If the employee is a part-time non-faculty employee of the College, approval will only be withheld if the outside employment creates a conflict of interest or conflict of commitment.
- E. If the employment involves other agencies, departments, or institutions of Tennessee government, it is subject to prior approval of the President and the appropriate representative of the other agency, department, or institution. Services rendered by a College employee to another state agency or institution of higher education will be paid by the contracting agency to the College in accordance with applicable TBR policies and procedures.

**Source of Policy:** \_\_\_\_\_ **Responsible Administrator:** AVP of HR

**Related Policy:** 1:02:03:10/11; 5:01:00:00 **TBR Policy Reference:** 1.02.03.10

**Approved:** \_\_\_\_\_ **Date:** May 10, 2023

**President**