

H. Council Trenholm State Community College

POLICY NAME:	Notification of Secondary Employment
EFFECTIVE:	
REVISED:	May 23, 2016
APPROVED BY POLICY COMMITTEE:	Yes – May 11, 2016
APPROVED BY PRESIDENT’S CABINET:	Yes – May 25, 2016

Notification of Secondary Employment

It is Trenholm State Community College policy that all employees must complete the *Notification of Secondary Employment* form and submit the form to his/her immediate supervisor for review and approval prior to entering into an agreement of secondary employment. Secondary employment is any additional employment in which a College employee is engaged outside of Trenholm State Community College. In accordance with the Board Policy and Guidelines (615.01), the secondary employment may not interfere with the performance of employee job responsibilities and that which diminishes the value or inhibits the operation of the institution. It is the responsibility of the employee to notify the College by submitting a revised *Notification of Secondary Employment* form if the status of previously approved secondary employment changes in any manner.

By submitting and signing the *Notification of Secondary Employment* Form, the employee is ensuring that this secondary employment (a) does not interfere with the performance of primary responsibilities as a System employee; (b) is limited in time; (c) is compatible with the interests of Trenholm State Community College; and (d) does not require use of institutional resources or facilities. This secondary employment will not (a) disrupt or interfere with the normal operations of the College; (b) directly compete with the College; (c) impose additional financial operations burden upon the College; (d) violate the Alabama Code of Ethics for public employees as set forth in the Code of Alabama; or (e) be of a nature such that the outside employment would tend to decrease the effective performance of the employee’s College employment duties.

The *Notification of Secondary Employment* form is available on the college intranet and should be completed and routed through the chain of command listed on the form. The original form, after it has gone through the approval process, will be filed in the employee’s personnel file.

Directions: In compliance with the **Trenholm State Community College** policy, an employee is required to complete the *Notification of Secondary Employment* form and submit the form to his/her immediate supervisor for review and approval prior to entering into an agreement of secondary employment. Secondary employment is the term used to describe any additional employment in which a College employee is engaged outside of **Trenholm State Community College**. It is the responsibility of the employee to notify the College by submitting a revised *Notification of Secondary Employment* form if the status of previously approved secondary employment changes.

Employee: _____ Employee Number: _____

Name of Secondary Employer: _____

Secondary Employment Title: _____ Effective Date: _____

Description of Secondary Employment Duties/Responsibilities: _____

Employee Statement of Compliance: This secondary employment (a) does not interfere with the performance of other responsibilities as a System employee; (b) is limited in time; (c) is compatible with the interests of **Trenholm State Community College**; and (d) does not require use of institutional resources or facilities. This secondary employment will not (a) disrupt or interfere with the normal operations of the College; (b) directly compete with the College; (c) impose additional financial operations burden upon the College; (d) violate the Alabama Code of Ethics for public employees as set forth in the Code of Alabama; or (e) be of a nature such that the outside employment would tend to decrease the effective performance of the employee's College employment duties.

Employee Signature

Date

Review of the submitted *Notification of Secondary Employment* form by the supervisory chain of command indicates that this potential secondary employment does not constitute a conflict of interest.

Reviewed By: Immediate Supervisor

Date

Reviewed By: Dean/Vice President

Date

Reviewed By: Human Resources Director

Date

Reviewed By: President

Date

If the secondary employment is believed to represent a conflict of interest, explain why: _____

