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| Title: Outside Employment | Number: 6.21 | Page 1 of 1 |
| | Related Procedure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Legal Citation (if Applicable) | Board Approval/Revision: 18 June 2014 | |

Colorado Mountain College (CMC) recognizes that employees may desire or have a need to engage in outside employment for compensation in addition to their compensation received from the College. The College does not prohibit outside employment; however, the obligations of Faculty and Staff to the College must take priority over any such outside employment activity.

Outside Employment Defined

Outside employment includes, without limitation, employee, independent contractor, consulting, or business ownership relationships with persons or entities other than the College, performed for compensation or monetary reward.

Reporting of Outside Employment

In advance of accepting outside employment, Faculty and Staff shall give notice of the outside employment opportunity to their supervisor and receive prior written approval. Approval shall not be denied unless the outside employment creates an actual or apparent conflict of interest or otherwise violates the rules for outside employment set forth below. Faculty and Staff shall provide to their supervisor all necessary copies of documentation defining the source of outside employment in advance of accepting, including any applicable contracts defining the outside work.

Reporting is not required by:

- part-time employees for work performed outside their scheduled work hours with the College,
- adjunct Faculty, or
- non-credit instructors or
- Faculty during off-contract periods (e.g. Faculty outside of their academic year).

Other rules pertaining to conflict of interest may apply to full-time and part-time employees that may require review of the outside employment position. Immediate supervisors shall promptly forward all notices received from full-time Faculty or Staff disclosing outside employment to the appropriate Vice President and the Human Resources Department for inclusion in the employee’s personnel file.

Rules for Outside Employment

Any employee (full-time or part-time Faculty and Staff) who engages in outside employment must abide by the following rules. Failure to do so may result in discipline or termination. Outside employment shall:

- not interfere with the efficient performance of the employee’s job,
- not be conducted during the employee’s scheduled work hours,
- not be conducted on College property,
- not involve use of College resources, facilities, or property without prior written approval by the College President regarding the specific exceptions requested to this rule, and
- not actually or apparently conflict with the interests of the College. “Apparently” conflict means that the employment would reasonably give rise to criticism or suspicion of conflicting interests or duties.