BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES
PERSONNEL POLICIES

200 EMPLOYMENT TERMS

216 OUTSIDE EMPLOYMENT POLICY

It shall be the policy of the Bay de Noc Community College Board of Trustees to allow its full-time employees to hold second jobs, subject to certain restrictions as outlined below.

PROCEDURE:

216.1 The College requires that an employee's activities away from the job must not compromise the College's interest or adversely affect their job performance and ability to fulfill their responsibilities to the College.

216.2 Employees must obtain prior approval from their immediate supervisor before any outside employment or other work activity is undertaken.

216.3 Full-time employees may be permitted, but are not encouraged, to engage in outside employment or other work activity. Administrators and full-time faculty members are expected to devote all their energies to the performance of their duties at the College and therefore should refrain from accepting outside paying positions.

216.4 Employees are cautioned to carefully consider the demands that additional work activity will create before requesting permission to seek or accept outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity does cause or contribute to job-related problems, such employment must be discontinued.

216.5 Employee requests or permission to accept outside employment including self-employment should be submitted in writing to the employee's immediate supervisor. The request should state the name and address of the outside employer, the nature of the job, and the hours of employment.