

Procedure IV.4003.C.a, Outside Employment

Associated Policy

Policy IV.4003.C, Outside Employment

Procedures

San Jacinto College recognizes that employees may hold outside employment. Often, such employment can benefit both the employee and the College through enhanced knowledge, exposure, and experience. However, outside employment must not conflict with an employee's ability to perform required duties at the College. The intent of this procedure is to prevent potential conflicts of interest and foster communication between leaders and employees. Leaders will engage in open communication to provide an opportunity for understanding the employee's personal circumstances which may include the desire or need for secondary employment, and recognizing that employees have diverse interests, financial responsibilities, and personal goals that extend beyond their responsibility to the College.

Outside Employment Disclosure Form

Full-time employees who desire to engage in outside employment will disclose the interest or employment to their leader and complete the outside employment disclosure form in advance of engaging in the outside employment. If the employee's outside employment predates the employee's hiring by the College or adoption of this policy and procedure, the employee will complete the outside employment disclosure form within five (5) working days from the College's adoption of this procedure.

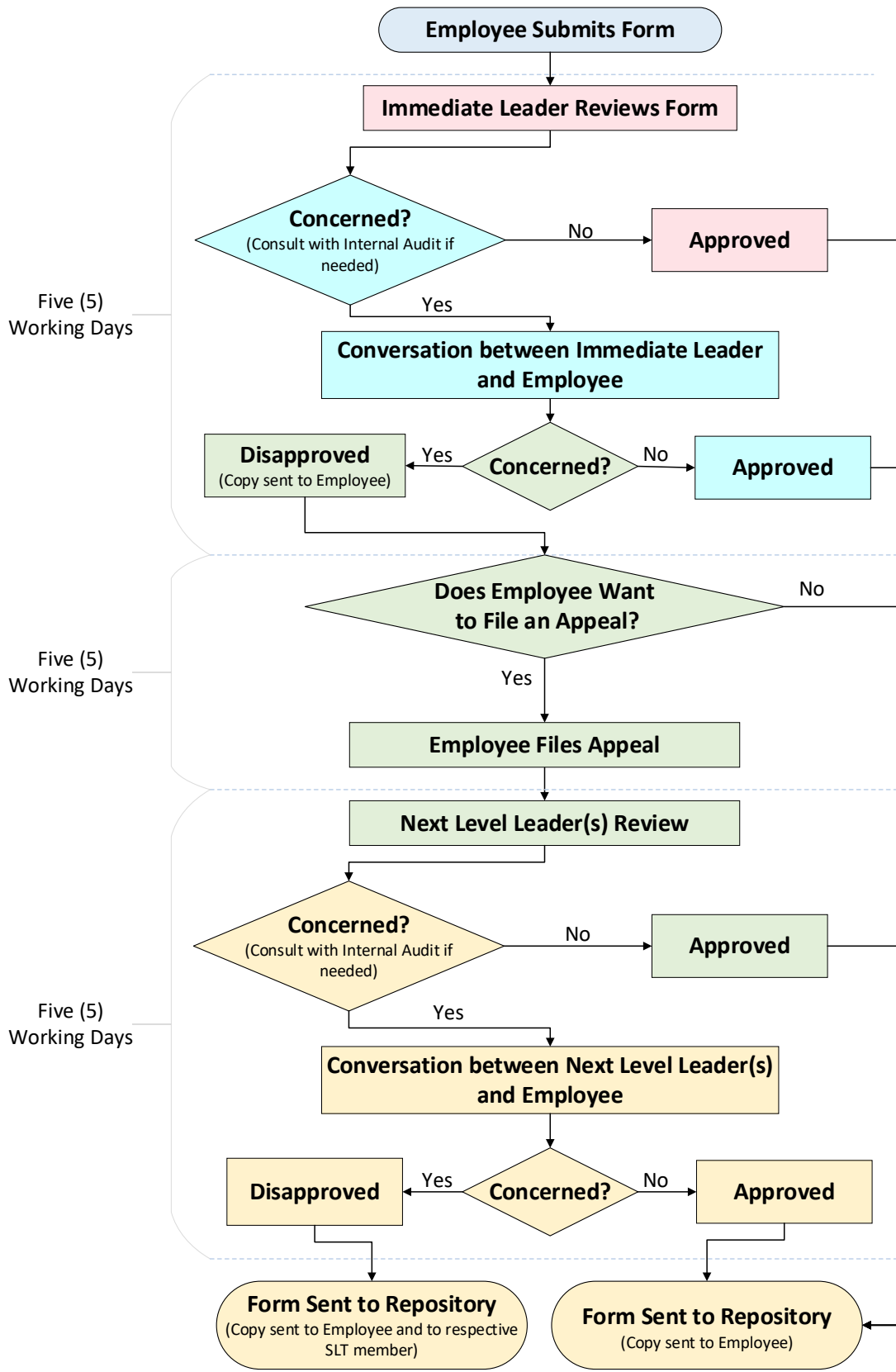
The disclosure form for outside employment is located [here](#). The final decision of this form will be stored in an internal repository.

Officers in the San Jacinto College Police Department will continue to adhere to the process provided in the San Jacinto College Police Department Manual, Policy 1020, Outside Employment.

Once the disclosure form is received, the immediate leader will review the content. The immediate leader will communicate the approval or discuss any concerns with the employee within five (5) working days of receiving the disclosure form.

Disclosure Form Routing Flow Chart

Employees submitting a disclosure form may stop the routing of the form at any time within the process by notifying the immediate leader. Employees may also appeal the leader's decision. The respective Strategic Leadership Team (SLT) member will receive a copy of the disclosure form if disapproved at the appeal step.



Submitting Changes in Outside Employment

Employees should complete an outside employment disclosure form once every 12 months. Employees should also complete an updated disclosure form if they add additional jobs or make significant changes to the outside employment arrangements that were previously submitted and approved.

If an employee fails to disclose outside employment, this could result in disciplinary action up to and including termination.

Employee Appeals

If an employee's request for outside employment is denied by the employee's immediate leader, the employee can appeal the decision within five (5) working days. The appeal process will conclude within five (5) working days of receiving the request to appeal and will include a conversation between the submitting employee, the first level leader, and the subsequent level leader(s) as necessary to ensure transparency and consistency in implementation.

Guidelines for Leaders Evaluating Outside Employment

Employee performance and potential conflicts of interest will be considered by the leader when evaluating a request for outside employment. This knowledge should not be used to affect decisions related to scheduling, overtime, or overload courses.

Factors include but are not limited to whether or not the following circumstances are in effect:

- the outside employment will affect the employee's attendance, timeliness, or performance while on duty at the College.
- the outside employment impairs the College's flexibility in scheduling the employee for work.
- the outside employer conducts business with the College.
- the nature of the outside employment is fundamentally incompatible with the employee's job duties or the work of the College.
- the employee's status as a College employee is a reason the employee was hired to perform the outside work.
- the outside employer is a public employer (all public entities that are funded by taxpayers have a duty of accountability as stewards of the public's money and must ensure obligations for use of these funds are met, even if the outside employment is not in higher education.)

Guidelines for Employees Approved to Hold Outside Employment

An employee with outside employment may not use College paid sick leave to perform outside work. In connection with outside employment, the employee may not use the College's email, address, or phone number. The College's name cannot be used in a manner that suggests endorsement by the College of the employee's outside employment, business, or activity. The employee may not use or share confidential information gained from the employee's job at the College.

A full-time or part-time teaching faculty member of the College will not accept a student as a client during a semester in which the student is enrolled in their class.

Employees will not advertise or promote their outside business or employment/consulting services to students in their classes or programs or while performing other duties as an employee, including but not limited to, conference hours, club sponsorship, and College-related extracurricular activities.

Employees will use resources of San Jacinto College to support the educational objectives of the College. An employee will not use facilities, administrative assistance, office supplies and equipment, or other College resources for personal gain related to outside employment. Such use of College resources for personal gain is a violation of College policy and state law.

Definitions

Outside employment: Any employment, business relationship, or other activity outside of the College in which the employee provides service or consultation for taxable compensation.

Employee: A full-time or part-time employee of the College as defined by Human Resources policy and procedure.

Note: See **Policy III.3003.A, Ethical Conduct and Conflicts of Interest** and associated procedure for additional information on other types of conflicts that must be reported.

Date of SLT Approval	September 18, 2023
Effective Date	January 8, 2024
Associated Policy	Policy IV.4003.C, Outside Employment
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources