

Procedure IV.4003.C.a, Outside Employment

Associated Policy

Policy IV.4003.C, Outside Employment

Procedures

Full-time employment by San Jacinto College involves the commitment of the individual's time, energy and primary loyalty to the College. Consulting, professional activities, or other outside employment must not impair the individual's ability to fulfill their duties at the College.

Outside employment of any full-time or part-time employee must not involve conflict with the individual's obligation to San Jacinto College or with the objectives of the College. Employees must avoid conflict of interest in all instances of outside employment and consulting.

A full-time or part-time teaching faculty member of San Jacinto College shall not accept a student as a client during a semester in which the student is enrolled in their class. The campus Provost may grant an exception in writing for a compelling reason. This written exception must remain on file in the Human Resources Office.

Employees shall not advertise their services while instructing students or while performing other duties as an employee.

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, such use of College resources for personal gain is a violation of College policy and state law.

San Jacinto College recognizes that certain scholarly activities, such as the writing of articles and books, can be beneficial to the individual and to the College. San Jacinto College encourages such professional activities; however, these activities are in addition to the employee's full-time duties expected by the College and are not to be accomplished by utilizing College-paid administrative support.

An employee shall not accept or solicit any gift, favor, service or other benefit that could reasonably be construed by others to influence the employee's discharge of assigned duties and responsibilities.

An employee shall not have a personal financial interest, a business interest or any other obligation that in any way creates a substantial conflict with the proper discharge of assigned duties and responsibilities or that creates a conflict with the best interest of the College.

An employee who may have or has a conflict of interest related to outside employment shall disclose the interest to the respective Strategic Leadership Team (SLT) member, Human Resources, and the Internal Audit Department, who shall review to ensure that the college's best interests are protected.

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

Definitions

Outside employment: Any activity for pay performed in addition to the official responsibilities of a College employee.

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

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Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources
