

**Category:** Personnel

**Division:** HUMAN RESOURCES

**Department:** [Click here to enter text.](#)

**Policy Title:** OUTSIDE EMPLOYMENT

**Policy Statement:** The respective Vice President shall be notified, in writing, by the employee of any outside employment, including teaching for other agencies. The primary obligation and responsibility of employees at GCCC is the performance of his/her duties at the college. An employee may hold a job, or consult outside his/her designated working hours, as long as they satisfactorily perform his or her job responsibilities at GCCC. Outside employment will be discussed at the annual review. If an employee's outside work interferes with performance or the ability to meet the needs of the students or the college, the employee may be asked to terminate the outside employment.

Outside employment will present a conflict of interest if it has an adverse impact on GCCC or the employee's work performance.

#### **Procedures**

**Contacts:** DIRECTOR OF HUMAN RESOURCES

**Approved Date:** 2/1/2020

**Policy History:** 9-17-13; 10-28-13; 7/1/2015; 2/1/2020

**Keywords:** Outside employment, outside job, other employment

**Related Form:** NOTIFICATION OF OUTSIDE EMPLOYMENT.pdf