

SECONDARY EMPLOYMENT PROCEDURE

Related Board of Trustees Policy: BP 2.30

Approval: May 2012

Revision:

Secondary Employment Procedure

Per the college's established Secondary Employment Policy, the purpose of this procedure is to provide the steps required for compliance.

- All full-time regular employees are required to complete a Reporting of Secondary Employment, Self-Employment Form to request approval prior to acceptance of outside employment.
- Employees can find the form located on the college webpage at www.cravenc.edu and new hires will be given the form in their orientation packets.
- Completed forms are submitted to the employee's immediate supervisor for approval signature.
- Once signed by the immediate supervisor, the form will be submitted to the unit vice president for approval signature.
- If the employee is **not requesting** secondary employment approval, the unit vice president will forward the completed form to Human Resources.
- If the employee **is requesting** secondary employment, the unit vice president will send the completed form to the President or designee for final approval or disapproval.
- A completed form must be maintained in the employee's personnel file to assure compliance with the policy.
- Any new secondary employment or changes in nature or type of secondary employment will require a new approval form prior to acceptance.
- It will be the responsibility of the employee to obtain approval and notify Human Resources of a change in status.
- Before the beginning of each fall term, the Human Resources Director will send an email to all full-time employees to remind them of this policy.
- If there are no changes in status, there is no need for employees to complete a new form.

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