

OUTSIDE WORK AND RESPONSIBILITIES

"Outside employment" refers to work done for pay outside of Temple College, including self-employment, in addition to an employee's regular full-time college job. The assigned teaching load of full-time faculty members (during their contract period) or work duties of full-time staff constitutes a full-time assignment. Full-time employment with Temple College demands an individual's full-time professional expertise, commitment, and energies. However, the College recognizes the value to its students, its employees, and to the citizens in the community which arises from outside consulting and other professional experiences in which faculty and staff may engage.

Full-time and part-time faculty and staff are required to disclose in writing their involvement in all paid outside work and educational classes to their supervisor to ensure that such activity does not conflict with his/her primary job and to avoid conflict of interest or the appearance of conflict of interest with their responsibilities at the college. The college reserves the right to disapprove of any such employment that would reflect negatively upon the institution, adversely affect the employee's performance of college duties, or present any conflict of interest issues.

Faculty and staff who work directly with currently enrolled students in their classes or in their work assignments may not receive compensation from those students for other services they provide outside their college work.

Board Approval Date: August 19, 2013

Effective Date: August 20, 2013

Final Revision Date: March 13, 2013

Policy Manual Review Committee – No Changes: December 3, 2015