



Policy Name: Outside Employment Policy

Policy Number: Administrative Policy
03.40.07.01

Date: October 27, 2025

Review Date: October 27, 2025

Approved by Willie L. Todd, Jr., Ph.D.
President and CEO


Signature

TALLADEGA COLLEGE

Secondary Outside Employment of Talladega College

Policy Title: Secondary Outside Employment of Talladega College

Policy Type: Administrative

Legal Authority: Applicable Alabama State Employment Laws and Internal HR Guidelines

Responsible Office: Office of the President and Office of Human Resources

Responsible Executive: President/CEO, Chief Human Resource Officer

Applies to: Talladega College Faculty and Staff Response

POLICY STATEMENT

Talladega College (TC) assumes that it is the primary employer of full-time employees of the College. Acceptance of additional employment of any kind must be approved by the College President or his/her designee. The College President reserves the right to withdraw approval for any secondary employment if the efficiency, effectiveness, or productivity of the employee deteriorates or is determined to be a conflict of interest. Acceptance of secondary employment without proper prior approval will be grounds for disciplinary action, up to and including termination of College employment.

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PURPOSE

This policy establishes the conditions under which a full-time employee may engage in outside employment, other than dual employment, outside of their employment with the College.

DEFINITIONS

Secondary employment – any outside employment, by a full-time employee of the College, that is in addition to the employee's primary employment with the College.

The following examples of outside employment activities that may be classified as "regular or continuing" are given to illustrate the guidelines' intent and are not meant to be an exhaustive listing of such activities.

- **Any teaching assignment at another educational institution except for a single or limited number of guest lectures.**
- **A clinical or professional practice (for example, in clinical psychology or law).**
- **A personal business.**
- **Appointment as a consultant to a school district, corporation, or other public or private enterprise for an indeterminate period, even if actual time demands are intermittent.**
- **Operation of, management of, or outside employment in any enterprise related or unrelated to a faculty member's professional interest.**

These guidelines shall not apply to outside employment undertaken by a full-time employee during their vacation or other annual leave periods, except that no such employee may engage at any time in outside employment that constitutes a conflict of interest.

POLICY DETAILS

It is the responsibility of the employee to notify his/her immediate supervisor and the Office of Human Resources of his/her intent to accept any secondary outside employment. Newly hired full-time employees of the College are required to reveal, and gain approval for, any additional outside employment outside of his/her employment with the College.

Additional outside employment of any kind must be approved by the College President or his/her designee after the following determinations have been made by the Office of Human Resources:

1. **The additional outside employment will not interfere with the employee's full-time assignment.**

- 2. The additional outside employment cannot be reasonably construed as a conflict of interest.**
- 3. The additional outside employment will not be performed during the employee's normal scheduled hours of work unless the employee is on pre-approved annual leave, faculty non-workdays, compensatory leave, holiday leave, or leave without pay.**
- 4. The employee will not use College facilities, funds, supplies, personnel, services, time, or resources for the accomplishment of the secondary outside employment.**
- 5. The employee will not engage in outside employment, which constitutes an unauthorized practice for state employees under the laws and policies of the state.**
- 6. Violation of this policy may result in revocation of authorization of outside employment, suspension, demotion, termination, or other disciplinary actions.**
- 7. Division/Department heads shall conduct annual reviews of approved requests and assess whether outside employment is interfering with employees' performance of duties or if the employee's quality of work has diminished.**

Process of Approval

The employee should complete the standard form created by HR or submit a memo requesting approval for outside employment.

The request should be submitted through the chain of command, starting with his/her supervisor.

The supervisor will review and approve.

The supervisor should then submit the request to the Dean, Vice President, or Provost, who shall consult with the HR Department or Ethics Officer if necessary.

It is within the President's discretion to make the final determination for all outside employment.

Conflict of Interest Policy

All employees (full-time, part-time, temporary, contract, volunteers, etc.) must disclose relationships, activities, associations, or affiliations that may create or have the appearance of a conflict of interest/commitment.

An employee may have a conflict of interest when they, a spouse, or an immediate family member possess a personal or financial interest related to an activity that involves their responsibility to the College. Such activity should be assessed to determine if it could objectively affect the employees' ability to protect the interests of the College or avoid adverse impact on the College's interests.

Mitigation of Conflict

If there is a conflict of interest or a perceived conflict of interest, the College should exercise due diligence to mitigate the conflict by removing the employee from overseeing, reviewing, or making decisions regarding the activity or event that is the subject of the conflict.

Examples:

An employee should disclose any relationship with or familiarity they may have with a person they are interviewing.

An employee shall disclose a relationship with vendors or contractors he or she is related to or have pre-existing business dealings.

Training Requirement: The HR Department, in collaboration with the College's policy committee, will conduct an annual training on the policy and process

Expectations

All employees must sign an Agreement acknowledging their understanding of this policy.
PUBLICATION

The policy will be published and disseminated to the entire College community.

The Director of Institutional Research and Effectiveness and the Chief Marketing and Communication Officer will make every effort to:

- **Communicate the policy in writing, electronically, or otherwise, to the College community at large within fourteen (14) business days of approval.**
- **Submit the policy for inclusion in the online Policy Library within fourteen (14) business days of approval.**
- **Communicate the Office of the President and Human Resources Websites; and**
- **Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.**

REVIEW SCHEDULE

- **Next Scheduled Review:**
- **Approval by date: President,**
- **Revision History: NA**
- **Supersedes: NA**

OTHER DOCUMENTATION

HR Outside Employment