



# Operating Protocol & Procedure

## Details

Number: 224

Title: Additional Employment

Category: Employees

Responsibility: Human Resources

Approval Date: 1/11/16

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Revised: 12/20/18, 12/10/21, 5/6/24

Reviewed: May 2024

## Purpose

To provide guidance on engaging in employment outside of the college or teaching for the college.

## Applicability

All regular employees.

## Definitions

**Outside employment** – any activity an employee engages in that provides financial compensation/gain. Employment requires the use of an individual’s time, skills, abilities, and talents to perform work related functions. This includes instruction at an institution other than Pueblo Community College. Outside employment does not include personal investments or income derived from rental properties.

**Regular employee** – any employee in an APT, Classified or Faculty position, but not including instructors, hourly, temporary, or student employees.

**Teaching** – Any request to provide instruction, credit or non-credit, for Pueblo Community College.

## References

State Board Policy 3-70 Conflict of Interest – Relationships

(<https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-3-70a-conflicts-of-interest-relationships/>)

## Attachments or Related Forms/Documents

None

## Operating Protocol

Pueblo Community College shall be the principal employer of regular employees; however, an employee may engage in additional employment with prior approval from the college. No employee is allowed to engage in any additional employment or other activity that is directly incompatible with the duties and responsibilities of the employee's State position, including any business transaction, private business relationship, or ownership.

Outside employment and teaching must be conducted outside of the employee's normal work hours unless approved by the President.

Overtime eligible employees are not authorized to teach.

Pueblo Community College recognizes the value and expertise of its APT and Classified employees in relation to its academic mission. The College has an obligation to ensure academic integrity as well as ensuring that the APT or Classified duties are maintained at the highest level. Therefore, all eligible APT or Classified employees who wish to teach must do so outside of normal work hours and are limited to no more than 6 credits per semester for a full-time employee and 9 credits for a 0.75 employee. Credit and non-credit may not be combined to exceed the limit. Requests to teach will follow the procedures below.

Employees who are subject to a Performance Improvement Plan, Corrective Action, or Disciplinary Action, or who have received a Needs Improvement on their most recent performance evaluation, are not eligible for outside employment or teaching assignments with the college.

The college maintains the final approval for all outside employment requests and requests to teach. Decisions made by the college are final.

## **Procedure**

### **Outside Employment**

A regular employee, regardless of FTE, planning to engage in outside employment must:

- Request and receive approval in advance.
- Complete the "Request to Engage in Outside Employment or Teaching" form found in Ultimus.

Supervisors must review and determine if they believe there is a conflict of interest or impact on the employee's current position, to include considering their performance in their position. The supervisor and employee shall include any arrangements made to mitigate a conflict and indicate it on the form for consideration.

The employee may not engage in outside employment until formally notified of approval. The Human Resources Office will notify the employee and their supervisor whether the request has been approved and any conditions of that approval through Ultimus. If the request is denied, the Human Resources Office will notify the employee and their supervisor and include the basis for the denial through Ultimus. Incomplete forms will be returned.

Approval must be requested each time an employee wishes to engage in a new outside employment opportunity. If the outside employment is ongoing from year to year, the employee must submit a request at the start of each academic year in August. Failure to submit the formal request and receive approval may result in Corrective or Disciplinary Action and will be deemed a violation of this Operating Protocol and Procedure and a violation of BP 3-70.

## **Request to Teach**

Any APT or Classified employee, regardless of FTE, who is asked to or who requests to teach for Pueblo Community College must:

- First receive approval.
- Complete and submit the “Request to Engage in Outside Employment or Teaching” form found in Ultimus.

Supervisors must review the request and approve before it may be submitted for final approval. Supervisors may deny the request and should consider the performance of the employee in their primary role. Academic Deans will be required to approve the request in order to verify that the employee is qualified to teach the course requested.

The Human Resources Office will notify the employee and their supervisor whether the request has been approved and any conditions of that approval through Ultimus. If the request is denied, the Human Resources Office will notify the employee and their supervisor and include the basis for the denial through Ultimus.

Approval must be requested each semester with the details of the course(s) that the employee is anticipating teaching. Incomplete forms will be returned. Failure to submit the formal request and receive approval may result in Corrective or Disciplinary Action and will be deemed a violation of this Operating Protocol and Procedure and a violation of BP 3-70.