

5.12 Secondary Employment

Last Revised: February 2025

Policy: Piedmont Community College (PCC) permits employees to engage in secondary employment subject to certain restrictions based upon reasonable concerns.

Purpose/Definitions:

Purpose

The purpose of this policy is to provide guidelines for employees of PCC to engage in secondary employment to ensure there is neither a conflict with the College's interest nor any adverse effect on job performance and the ability to fulfill their responsibilities at PCC.

Definitions

Secondary employment—any external employment or work activity, with a public or private entity, or self-employment that is in addition to an employee's position with the College, even while on leave.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Administrative Services/CFO has monitoring authority for this policy.

Procedure:

Section 1: Approval Process

- 1.1. An employee must have approval from PCC before engaging in secondary employment. The purpose of this approval is twofold:
 - 1.1.1. to determine that the secondary employment does not have an adverse effect on PCC; and
 - 1.1.2. to determine that the secondary employment does not create a conflict of interest with PCC.

- 1.2. It is the responsibility of the employee to request approval to engage in secondary employment by using the Secondary Employment Request form which is available on the College's intranet.
- 1.3. Approval for an employee to engage in secondary employment shall be granted by their immediate supervisor, the appropriate vice president and the President.
 - 1.3.1. Approval for the President to engage in secondary employment shall be granted by Piedmont Community College's Board of Trustees.
- 1.4. The employee must annually notify PCC of their secondary employment utilizing the Secondary Employment Request form.
- 1.5. Secondary employment is in no way to be practiced by the employee during their working hours at this institution.

Section 2: Evaluation Regarding Secondary Employment

- 2.1. Secondary employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours as required.
- 2.2. Any performance issues that arise from secondary employment will be addressed.
- 2.3. If outside work activity causes or contributes to job related problems at PCC the employee may be asked to discontinue the secondary employment.
- 2.4. The provisions of PCC Policy 5.19, Employee Disciplinary Policy apply to any abuse of secondary employment that results in the neglect of assigned duties and responsibilities.

Section 3: Limitations of Secondary Employment

- 3.1. An employee may not use PCC paid sick leave to perform work for another employer.
- 3.2. Tools and equipment that belong to PCC may not be used to perform any work for a secondary employer.

Legal Citation: [1C SBCCC 200.94 \(p.40\)](#)

History: Effective August 2005 (Replaced PCC Policy 5.12 Dual Employment); Revised August 2021, February 2025—Cross-references PCC Policy 5.19 Employee Disciplinary Policy