A. Gaston College is considered to be the primary employment for all full-time Gaston College employees. Any additional employment beyond that which is contracted with Gaston College by the employee is considered to be secondary employment. One-time or occasional commitments, falling under situations such as a speech which includes an honorarium, are not considered to be secondary employment.

B. All secondary employment must be approved in advance by submitting a Secondary Employment Approval Form through the appropriate supervisors to the President or designee. The Board of Trustees must approve secondary employment for the President. The signed approval document for an employee must be forwarded to Human Resources for the employee’s personnel file.

C. If approval for secondary employment is granted, it cannot:

1. detract from the employee’s obligation to commit time, skills, and attention to the employee’s primary position at the College, which also includes college functions such as faculty/staff meetings, advising periods, and registration as applicable;
2. adversely affect services or reasonable availability to students;
3. adversely affect the work schedules, workloads, meeting schedules, or teaching efforts of co-workers;
4. create a conflict of interest with the primary job;
5. interfere with the ability to make decisions or be objective with the primary job; or,
6. involve use of any College time, property, or equipment in performance of the secondary job.

D. Work schedules or workload assignments will not be adjusted for any employee who is under full-time contract to the College for the purpose of providing time for that employee’s secondary employment.

E. Request for approval for secondary employment must be submitted and approved prior to acceptance of the secondary employment. The employee should also keep his/her supervisor informed of any change in the type and hours of work that may occur which is contrary to any approval that may be received by the employee.

F. The approval must be updated each year on July 1 for Staff and August 15 for Faculty, or whenever there is a change in positions, whichever occurs first. Approval for secondary employment may be withdrawn at any time for reasons as cited above in this policy.