

Refer to Section {B}
{Personnel}Unit
Procedure for {B 19 – Outside Employment}



1. The college requires that employee's activities away from the job must not compromise the college's interests or adversely affect their job performance and ability to fulfill all responsibilities to the college.
2. Full-time employees are considered to be on full-time service to Midway College; therefore, permission to take on additional outside employment, including consulting and teaching, must be approved by the senior officer who has authority over the employee.
3. Written requests for permission to accept outside employment should state the name and address of the outside employer, the nature of the position, and the hours of employment.
4. The senior officer will approve or disapprove the request and communicate that decision in writing to the employee. If the decision is negative, the reason for the refusal will also be communicated.
5. A copy of the request with its approval or disapproval will be placed in the personnel file.
6. Employees are not to conduct any outside business during paid working time.
7. Midway College will not pay sick leave when the absence is due to an injury on the second job and that injury is being paid by Worker's Compensation.