

**Greenville Technical College  
Administrative Policies**

**3-1.8 Secondary Employment Outside of State  
Government**

Insertion Date: 07-22-2011  
Revision Date: \_\_\_\_\_  
Removal Date: \_\_\_\_\_

Approved by:



**Greenville Technical College (GTC) uses the South Carolina State Board for Technical and Comprehensive Education (SCSBTCE) Policies and Procedures available on the insertion date of this policy. GTC policy is intended to supplement these SCSBTCE policies and procedures. Supervisors are required to perform a thorough review of SCSBTCE policies and procedures prior to applying any GTC policy. SCSBTCE policies and procedures are available at <http://www.sctechsystem.com/faculty-and-staff/policies-and-procedures/index.html>.**

Those referenced in the development of this policy are:

1. 8-7-101 – Secondary Employment Outside State Government
2. 8-7-101.1 – Secondary Employment Outside State Government

**Overview:**

To define the policy of GTC for Secondary Employment that is not with a State agency by all full-time and permanent part-time employees. This policy is based on the above-referenced SCSBTCE policy and procedures and GTC Administrative Policy 3-1.6.

**Role, Scope, and Responsibilities:**

It is the responsibility of the GTC employee to notify his/her immediate supervisor and Human Resources of his/her intent to accept any secondary employment.

Secondary Employment Outside GTC by Faculty and Unclassified Employees:

1. Full-time faculty and unclassified employees are employed with the understanding that their primary employment responsibility is to GTC. This includes any and all secondary employment outside of GTC (including self-employment) during the calendar year.
2. As outlined in Administrative Policy 3-1.6, full-time faculty members and unclassified employees are employed for a 40 hour work week. For faculty members, this includes combined direct and indirect instructional activities and other assigned duties. Faculty should reflect in their posted schedule their entire 40 hour work week including any unassigned hours. This applies to fall and spring semesters. Summer term depends on the college teaching load status and/or other assignments of the faculty member.
3. Secondary employment will not be performed during the faculty member's or unclassified employee's normally scheduled hours of work unless he/she is on pre-approved faculty non-work days, annual leave, holiday leave, or leave without pay.

4. The acceptance of additional employment of any kind (including self-employment) will require pre-approval by the faculty member's or unclassified employee's supervisor, dean/director, associate vice president and vice president. Final approval is required by the college president or his/her designee. Acceptance of secondary employment without proper prior approval may be grounds for disciplinary action, up to and including termination of GTC employment.
5. Secondary employment may not interfere with GTC work assignments. The faculty teaching schedule or unclassified employee's work schedule, committee assignments, special projects and institutional needs will take priority over secondary employment requests and should be reflected in their posted work schedule which must be submitted with the Application for Secondary Employment Outside Greenville Technical College (see Attachment A).
6. Secondary employment requests can be submitted anytime during the term. However, the request must be submitted at least two (2) weeks before the secondary employment is scheduled to begin. No secondary employment will be considered permanent and requests for continuance in subsequent terms must be made at least two (2) weeks in advance of the term (see Procedures section). Likewise, any request for secondary employment that could reflect poorly on the college, including additional employment that could reasonably be construed as a conflict of interest or constitutes an unauthorized practice for state employees, may require careful evaluation and discussion with the faculty member or unclassified employee. Previous approvals of secondary employment are no guarantee subsequent requests will be approved. The needs of the college and activities to support teaching, learning and student success take priority over secondary employment of the faculty member or unclassified employee.
7. In order for requests for secondary employment to be considered, the faculty member or unclassified employee must be in good standing and have acceptable performance appraisals and student evaluations.
8. Full-time faculty or unclassified employees who are under any form of disciplinary or sub-standard performance based actions as documented in Human Resources will not be approved for secondary employment.
9. Once a faculty member or unclassified employee has been approved for secondary employment, he/she must update the Application for Secondary Employment each term and submit it to his/her supervisor. Failure to do so may result in revocation of authorization of secondary employment and/or disciplinary action up to and including termination.

#### Secondary Employment Outside GTC for Classified Employees:

1. Full-time and permanent part-time classified employees are employed with the understanding that their primary employment responsibility is to GTC. Additionally, full-time classified employees are assigned to a 40 hour work week as outlined in their GTC position description. This applies to the entire 12 month calendar year with the exception of approved vacation/holiday or non-work periods.
2. The acceptance of additional employment of any kind (including self-employment) will require pre-approval by the employee's immediate supervisor and other members of their

supervisory chain up to and including the appropriate vice president. Final approval is required by the college president or his/her designee.

3. Secondary employment will not interfere with GTC work assignments. The classified employee's work schedule, committee assignments, special projects and institutional needs will take priority over secondary employment requests. The classified employee's assigned work schedule must be submitted with the Application for Secondary Employment Outside Greenville Technical College (see Attachment A).
4. Secondary employment will not be performed during the classified employee's normally scheduled hours of work unless he/she is on pre-approved annual leave, holiday leave, or leave without pay.
5. Secondary employment requests will be approved on an academic term by term basis. No secondary employment will be considered permanent and requests for continuance must be made at least two (2) weeks in advance EACH term (see Application Procedure section). Likewise, any request for secondary employment that could reflect poorly on the college, including additional employment that could reasonably be construed as a conflict of interest or constitutes an unauthorized practice for state employees, may require careful evaluation and discussion with the classified employee. Approval of secondary employment is no guarantee subsequent requests will be approved as the needs of the college and activities of the employee's work area takes priority.
6. In order for requests for secondary employment to be considered, the employee must be in good standing and have acceptable performance appraisals.
7. Full-time or permanent part-time classified employees, who are under any form of disciplinary or sub-standard performance based actions as documented in Human Resources, will not be approved for secondary employment.
8. Once a classified employee has been approved for secondary employment, he/she must update the Application for Secondary Employment each term and submit it to his/her supervisor. Failure to do so may result in revocation of authorization of secondary employment and/or disciplinary action up to and including termination.

#### Application Procedure:

1. Faculty (unclassified) and staff (unclassified or classified) who intend to work outside the college are required to complete and submit the GTC "Application for Secondary Employment" to their immediate supervisor.
2. Completed applications are due no later than two (2) weeks prior to the proposed start of the secondary employment period. Similarly, renewal requests in subsequent terms are also due at least two (2) weeks prior to the start of the term.
3. All applicants must include a copy of their approved work schedule (teaching ours, office hours, assigned work schedule, etc.) for the term of the requested secondary employment period.
4. Completed applications must first be submitted to the employee's immediate supervisor.
5. All approved applications must be forwarded to Human Resources and filed in the employee's personnel file.
6. Termination of secondary employment (i.e. name of employer, work schedule, etc.) must be reported in writing to the employee's immediate supervisor and to Human Resources.

