



Policy No. 3-7

Subject: Outside Employment

Last Revised: 03/20/2023

Historical Status:

Division	Policy Manager	Administrative Supervisor	Reference
Human Resources	Director of Human Resources	College President	VCCS Policy Section 3.8.8, 3.8.9, DHRM Policy 1.60

I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to operate in accordance with the applicable Virginia Department of Human Resource Management (DHRM) and Virginia Community College System policies for full-time employees who desire to provide consulting services and/or engage in additional employment outside their employment with VHCC.

II. PERTINENT INFORMATION

- A. Employees may engage in outside employment so long as it does not interfere with their work performance or professional responsibilities to VHCC or create a conflict of interest.
- B. This policy applies only to full-time VHCC employees.

III. DEFINITIONS

- A. Full-time employee: full-time administrative, professional, and 9-, 10-, and 12-month teaching faculty (including restricted faculty positions); and full-time staff (generally, classified employees).
- B. Outside employment: paid employment with another state agency, private business, or self-employment, including consulting or private practice of any kind.

IV. GENERAL GUIDELINES

- A. It is the responsibility of the eligible employee to notify their supervisor of their desire to engage in outside employment prior to beginning outside employment.
- B. Newly hired full-time employees shall inform their immediate supervisor of existing outside employment at the time of hire.
- C. Supervisors may not unnecessarily delay the approval or denial of an employee’s request for outside employment.
- D. Faculty

1. Full-time faculty rank employees may engage in outside employment and consulting activities so long as such activities do not have an adverse effect on their regular/professional responsibilities and duties for the College and so long as such activities are not in violation of the Code of Virginia, Title 2.2-3100, State and Local Government Conflict of Interests Act.
 2. Nine-month teaching faculty are required to comply with this policy only during the contractual period of August 16 through May 15 annually. Ten-month teaching faculty are required to comply with this policy only during the contractual period of August 16 through June 15 annually.
- E. Full-time classified employees may engage in outside employment and consulting activities so long as such activities do not have an adverse effect on their regular/professional responsibilities and duties for the College and so long as such activities are not in violation of the DHRM Policy 1.60, Standards of Conduct.
- F. Requests for outside employment must be submitted, reviewed, and approved annually.

V. DELEGATION OF AUTHORITY

- A. The College President has the authority and delegates to the Director of Human Resources the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

- A. DHRM 1.60
- B. VCCS 3.8.8
- C. VCCS 3.8.9

VII. OPERATING REQUIREMENTS

- A. When seeking outside employment, the VHCC employee shall submit a written request to their immediate supervisor including the following information:
1. Name and nature of work for proposed outside employment.
 2. Work schedule for proposed outside employment.
 3. Start and end date (if known) for proposed outside employment.
 4. Affirmation that the requested outside employment is not in violation of Code of Virginia, Title 2.2-3100, State and Local Government Conflict of Interests Act.
- B. Within three working days, the supervisor shall respond in writing to the employee:
1. Approval of the request, forwarding all information to Human Resources, or
 2. Denial of the request, detailing the adverse effect on the employee's regular/professional duties to VHCC or conflict of interest per Code of Virginia, Title 2.2-3100, forwarding all information to Human Resources, or
 3. Request for additional information, forwarding all information to Human Resources

- C. Within three working days, the Director of Human Resources or his/her designee will in writing:
 - 1. Confirm approval of the employee's request for outside employment and notify the employee, or
 - 2. Deny the request, detailing the adverse effect on the employee's regular/professional duties to VHCC or conflict of interest per Code of Virginia, Title 2.2-3100, and notify the employee.
- D. Employees may appeal the decision by Human Resources to the College President for review.
- E. The College President or his/her designee will make the final decision on all appealed requests for outside employment.
- F. The Human Resources Office shall retain all records related to outside employment for each full-time employee.