

## OUTSIDE EMPLOYMENT

The college recognizes that employees may wish to undertake outside employment and that such activity may enhance professional development. The following provisions shall govern the reporting of outside employment:

1. Outside employment shall not constitute a conflict of interest, occur at a time when the employee is expected to perform his or her assigned duties and/or diminish the employee's efficiency in performing his or her primary work obligation at the college. No employee shall undertake any employment or engage in any business, transaction, service or professional activity, whether compensated or not, which may impair the employee's objectivity or independence of judgment in the exercise of his or her official duties to the college.
2. All full-time employees must report regular and continuing outside employment in accordance with the procedures established by the president. "Regular and continuing" outside employment means outside employment or business activity which requires that the employee render services, furnish goods or devote time to a business, professional practice, or to another employer or client, on a reoccurring basis. Continuing outside employment does not include an isolated commitment to serve as guest lecturer or a singular instance of providing service or labor.
3. The president or his designee shall review such reports to determine if the outside employment is in the accordance with the Guidelines established by the college.
4. This policy shall not preclude outside employment undertaken by a full-time employee during his or her annual leave or vacation periods, provided that the outside employment does not constitute a conflict of interest.
5. This policy shall not apply to outside employment as defined in N.J.S.A. 18A:6-8.1 - Leave of certain employees to serve in the legislature and 18A:6-8.2 - Leave of certain employees to serve on the board of chosen freeholders, provided the same is reported as required by this policy.

Approved: Board of Trustees  
September 11, 1968

Revised: March 17, 1977  
October 16, 1980  
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