

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

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TITLE: SECONDARY EMPLOYMENT OUTSIDE STATE GOVERNMENT

POLICY REFERENCE NUMBER: 8-7-101

DIVISION OF RESPONSIBILITY: Human Resource Services

DATE OF LAST REVISION: June 16, 2016

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

It is the responsibility of the employee to notify his/her immediate supervisor and the Human Resource office of his/her intent to accept any secondary employment. Additional employment of any kind must be approved by the System/College President or his/her designee after the following determinations have been made by the Human Resource Officer:

1. The additional employment will not interfere with the employee's full-time assignment.
2. The additional employment could not be reasonably construed as a conflict of interest. Appropriate counsel including but not limited to the Office of the Attorney General or the State Ethics Commission may be necessary to make such determinations.

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3. The additional employment will not be performed during the employee's normally scheduled hours of work unless the employee is on pre-approved annual leave, faculty non-work days, compensatory leave, holiday leave, or leave without pay.
4. The employee will not use System Office/college facilities, funds, supplies, personnel, services, time or resources for the accomplishment of the secondary employment.
5. The employee will not engage in outside employment which constitutes an unauthorized practice for state employees under the laws or policies of this state.
6. Violation of this procedure may result in revocation of authorization of outside employment and/or disciplinary action up to and including termination.
7. The additional employment is not with a State agency¹.

¹ For Secondary State/Dual Employment within State Government refer to policy #8-2-100.