

OUTSIDE EMPLOYMENT

Independence Community College (ICC) recognizes some employees may hold additional jobs or participate in activities outside of their employment with ICC. This policy is set forth to establish guidelines regarding outside employment.

The primary responsibility of all employees at Independence Community College (ICC) is to accomplish the duties and responsibilities that have been established for their position.

No employee is to engage in any outside employment which will in any way interfere with his/her college working hours or assigned duties.

All employees will be subject to the same scheduling demands as other ICC employees regardless of any outside work requirement they may have.

The following conditions apply to all employees who engage in outside employment or activities:

- 1) No employee shall engage in any outside employment or activity which involves the misuse of the facilities, equipment, supplies and college personnel.
- 2) No employee shall engage in any outside employment or activity if it involves such time demands that would interfere with the employee's work performance.
- 3) Employees who have accepted outside employment or other activities may not use accrued sick leave to engage in outside employment or other activities.
- 4) Employees that are absent for outside employment or activities will be required to use vacation, merit or personal leave.

Effective: 03/01/2021