



**Rowan College
of South Jersey**

Administrative Procedure: 7405
CONTINUING OUTSIDE EMPLOYMENT

Reporting Continuing Outside Employment

For the purposes of this policy the President has designated the divisional vice presidents as the reporting offices. In instances where employees report directly to the President, continuing outside employment reporting is directed to the President. Full-time employees of the College must annually report in writing all continuing outside employment to the vice president of the College division in which he/she works.

Prior to undertaking continuing outside employment, a full-time employee must report the intention and seek authorization from the appropriate approval office. For all continuing outside employment for which approval has previously been obtained, the employee must file a status report with the approval office at the beginning of each succeeding College fiscal year during which he/she intends to continue outside employment.

Continuing outside employment must be reported by completing a form which is available from Human Resources. The information contained in the form will provide details that will allow the approval officer to determine the times when the employee intends to engage in continuing outside employment and that, if permitted, the outside employment will not 1) constitute a conflict of interest; 2) occur at a time when the employee is expected to perform his/her assigned duties; and/or 3) diminish the employee's efficiency in performing his/her primary work at the College.

The form must be completed and approved by the appropriate approval office by June 30th of each year and submitted to Human Resources (HR). Full-time employees who are not engaging in outside employment are still required to complete Section 3 of the Continuing Outside Employment form and submit to HR by June 30th.

Area: Human Resources
Approved: 07/01/19
Reaffirmed: 06/14/22

President's Authorization: _____

A handwritten signature in black ink, appearing to read "Julie Keating", is written over a horizontal line.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7405 Continuing Outside Employment*

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