



**Rowan College
of South Jersey**

Policy: 7405
Title: **CONTINUING OUTSIDE EMPLOYMENT**
Area: Human Resources
Approved: 07/01/19

The primary work obligation of a full-time employee of the College is to the College. Full-time employees will not engage in continuing outside employment unless the College first determines that the continuing outside employment does 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 obligation at the College.

All continuing outside employment of a full-time employee of the College during the regular work year must have the prior and continuing written approval of the President or his/her designee. Where approval is sought for continuing outside part-time employment at another public institution or agency, the approval of the College may be conditioned upon an agreement to apportion the employee's full-time salary between public employers.

Full-time employees may undertake outside employment during their annual leave or vacation periods, provided that the outside employment does not constitute a conflict of interest. This policy will not apply to outside employment as a legislator or freeholder as defined by law provided the employment is reported.

The President will have administrative procedure developed to ensure compliance with policy, law, and code.

References:

Rowan College of South Jersey Administrative Procedure, *7405 Continuing Outside Employment*