



Pima County Community College District Board Policy

<i>Board Policy Title:</i>	Outside (Secondary) Employment
<i>Board Policy Number:</i>	BP 5.17
<i>Adoption Date:</i>	12/19/86
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	5/19/14, 4/19/18, 5/8/24
<i>Revision Date(s):</i>	12/9/09, 1/13/12, 5/8/24
<i>Sponsoring Unit/Department:</i>	Human Resources
<i>Motion Number:</i>	3765
<i>Legal Reference:</i>	A.R.S. §38-501 through 38-511
<i>Cross Reference:</i>	

All employees shall be free to seek and engage in outside employment so long as such employment does not interfere with the full and proper discharge of their duties or professional and contractual responsibilities to the College. Outside or secondary employment refers to any second job, contract or work agreement made by any College employee with any other party, including the College. It also includes self-employment, owning a business, holding any elected or appointed public office, and holding a position in a political party or organization.

Employees who engage in outside or secondary employment will be subject to the Arizona rules for ethics of public employees.

Outside or secondary employment is not permitted if it impairs an employee's capacity to perform job duties in an acceptable manner, has adverse impact on the College, or creates a conflict of interest (see AP 1.25.05) that cannot be resolved in a manner acceptable to the College.

No outside or secondary employment will be conducted using College work time, facilities, equipment, personnel, or materials. Exceptions may be made if the

secondary employment is directly for the College, for example teaching as an adjunct faculty member or a supplemental agreement.

Employees shall not use their position at the College for outside financial or personal gain.

Employees engaging in volunteer or other outside activities are subject to the Arizona rules for ethics of public employees.

The Governing Board further directs the Chancellor to adopt appropriate procedures to ensure compliance with this policy.