

**TECHNICAL COLLEGE OF THE LOWCOUNTRY
MEMORANDUM**

TO: Permanent, Full-Time Faculty and Staff

FROM: Human Resources Office

SUBJECT: Secondary Employment Outside Technical College of the Lowcountry

The following reflects policy 5.2.11 of the Technical College of the Lowcountry:

It is the policy of the Technical College of the Lowcountry that all full time permanent employees are employed on the assumption that their college assignment is their primary employment. Acceptance of additional employment of any kind must be approved by the College President or his/her designee. If ongoing all such secondary employment must be annually resubmitted for approval.

The following will be considered in the approval process for secondary employment:

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. Counsel from the Office of the Attorney General or the State Ethics Commission may be necessary to make such determinations.
3. The additional employment will not be performed during the employee's normally scheduled hours of work unless the employee is taking annual leave or leave without pay.
4. The additional employment is not with a State agency or the request for dual State employment is within the guidelines of the State of South Carolina policy on dual employment (SBTCE 8-2-100.1). Such requests will be submitted to the Budget and Control Board for approval after the above determinations have been made.

The President or his/her designee reserves the right to withdraw approval for any secondary employment if the efficiency, effectiveness, or productivity of the employee appears to be negatively impacted by the secondary employment.

Acceptance of secondary employment without proper prior approval will be grounds for disciplinary action, up to and including termination of employment with the Technical College of the Lowcountry.

With the above in mind, please fill out the questionnaire below.

Are you employed outside of the Technical College of the Lowcountry?

_____ Yes _____ No

If yes, where: _____,
position: _____,
and approximate number of hours worked per week: _____.

I have read and understand the above policy of the Technical College of the Lowcountry. I have answered the subsequent questions to the best of my ability and will record any future secondary employment with the Human Resources Office.

Signature of Employee Date

Signature of Supervisor Date

Print Name of Employee

Signature of President Date