

Outside Employment

As the primary employer, Neosho County Community College has a standard of employees providing their best effort in performing their duties and responsibilities. Providing best effort reinforces commitment to the mission, vision, and purposes of the college and in ensuring quality service to all constituents.

Outside employment for purposes of this policy shall include the following:

1. Employment that is directly or indirectly with another educational institution at any time the employee is party to an employment contract with the college;
2. Employment that is not with or for another educational institution and is during such time (semester, summer session or intersession) as the employee is actually engaged in college-related duties and that will require or potentially require the employee to work during any of the same hours that the employee's college employment duties will also require or potentially require the employee to work.

Full-time employees wishing to accept outside employment or to pursue self-employment (collectively "employment") of a regular nature that is defined in paragraph 1 or paragraph 2 above shall submit a written request for approval to the president of the college before accepting or commencing such employment. In general, outside employment that is not with another educational institution is acceptable to the extent that the employment will not, in the sole discretion of the president, interfere with the employee's duties at the college. Even if prior request for approval of employment is not required, the president may determine that such employment is interfering with the employee's duties at the college. In general, outside employment with another educational institution is not acceptable unless, in the sole judgment and discretion of the president, it will further the educational mission of the college.

If an outside employment request is approved by the president, and such outside employment is continuing, then the employee shall submit a written request to continue such outside employment each year before the next fall semester. Renewed or continuing approval by the president should not be considered automatic.

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