

Outside Employment for Faculty and Staff	Procedure Number	625
	Effective Date	September 1, 2019

1.0 PURPOSE

Full-time faculty and staff are contracted to dedicate their time to the college and its students during the agreed upon time period as per job responsibilities. Outside employment by employees must be properly vetted so that it does not conflict with their primary employer, UA-PTC.

2.0 REVISION HISTORY

Adopted on:
November 2012
Revised on:
September 2014
January 2019

3.0 PERSONS AFFECTED

Faculty and staff

4.0 DEFINITIONS

5.0 PROCEDURES

Full-time faculty and staff are contracted to dedicate their time to the college and its students during the agreed upon time period as per job responsibilities. Classes are scheduled based on this for faculty contracts. Under these circumstances, the college is considered the primary employer. Outside employment is allowed as long as it does not interfere with the faculty or staff member’s primary responsibility to the college, and does not cause a conflict of interest.

The documentation (i.e., ADHE Concurrent Employment Form; Conflict of interest form and information denoting the specifics of the outside employment – business, name, address, and employee’s position) must be completed annually and submitted to Human Resources, with full knowledge of the faculty or staff members’ supervisor prior to engaging in the outside job.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	PTC Board of Trustees	November 2012
Ratified by:	PTC Policy Review UA-PTC Policy Review	September 2014 January 2019
Recommended by Chancellor (Signature)	Margaret Ellibee	August 2019
UA Policy Alignment		

