

Outside Employment Policy

POLICY: Outside Employment			
POLICY NUMBER:	300.05	CUSTODIAN:	Human Resources
APV'D DATE:	08/11/2020	REVIEW DATE:	08/2020
EFFECTIVE DATE:	08/11/2020		
REFERENCES:	Conflict of Interest Policy		

Part 1. Policy Background and Purpose

The goal of this policy is to ensure no conflicts of interest (real or perceived) exist when an employee takes employment outside of White Earth Tribal and Community College (WETCC).

Part 2. Definitions

Outside employment is defined as any activity for pay performed in addition to the official responsibilities of an employee, some examples include teaching somewhere else, contracting with another employer, beet harvesting, ricing, or other self-employment.

Part 3. Responsibility

If an employee wishes to accept employment or become self-employed, they must make full disclosure to their supervisor and include any conflicts with their WETCC employment or hours of work.

It is the responsibility of the supervisor to review the request to ensure there are no conflicts of interest and approve or deny the request accordingly. The Supervisor will file the approval/denial with the Human Resources department to document the activity in the personnel file.

Part 4. Policy

Permissible secondary employment must not interfere with work hours or the ability to perform assigned job duties in an acceptable manner.

WETCC reserves the right to grant or deny permission to any employee wishing to simultaneously accept employment elsewhere or become self-employed.